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1993

# Annual Reports

Of The Selectmen And Other Town Officers

of the Town of

## ALSTEAD, N.H.



FOR THE YEAR ENDING DECEMBER 31

# 1993

**TOWN MEETING**

**Tuesday, March 8, 1994**

This Town Report is dedicated to all past Town officials, employees,  
and volunteers.

Board of Selectmen

## TOWN INFORMATION

Selectmen 835-2986 Meeting Tuesday 7:00 to 9:00 p.m.

Town Clerk - Tax Collector 835-2242

Hours: Monday 12:30 to 4:30 p.m.

Tuesday 9:00 a.m. to Noon, 1:00 p.m. to 4:30 p.m.

Wednesday 12:30 p.m. to 4:30, 5:30 p.m. to 7:00 p.m.

Thursday 12:30 to 4:30 p.m.

Planning Board - Second Tuesday of the month 8:00 p.m.

Zoning Board of Adjustment - First Monday of the month 7:30 p.m.

Zoning Officer - Rick Renzelman - 835-6815

Conservation Commission - First Wednesday of the month 7:00 p.m.

### Fire Department

Executive Board - First Monday of the month at 7:00 p.m.

Regular Meeting - Second Monday of the month at 7:00 p.m.

Ambulance/Rescue Squad - Third Wednesday of the month 7:00 p.m.

Drills held on fourth Monday of the month at 7:00 p.m.

### Library Hours

Winter hours start November 1

Wednesday 12:00 to 4:00 p.m. and 6:00 to 8:00 p.m.

Thursday and Friday 12:00 to 6:00 p.m.

Summer hours start May 1

Monday and Friday 12:00 to 6:00 p.m.

Wednesday 1:00 to 4:00 p.m. and 6:00 to 8:00 p.m.

Trustees meet 3rd Wednesday of the month at 7:00 p.m.

### Transfer Station hours

Monday and Wednesday 1:00 to 5:00 p.m.

Friday and Saturday 8:00 a.m. to 5:00 p.m.

Town Highway Garage - 835-2428

FRONT COVER: Main Street, Alstead, New Hampshire  
Before the new bridge



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TOWN OFFICIALS  
1993

|                   |                        |                   |
|-------------------|------------------------|-------------------|
| Clarence Meyer    | Selectman              | Term Expires 1994 |
| James O'Brien     | Selectman              | Term Expires 1995 |
| Betty Woodell     | Selectman              | Term Expires 1996 |
| Peter D. Vos      | Moderator              | Term Expires 1994 |
| Vanessa Weymouth  | Clerk/Collector        | Term Expires 1994 |
| Joni Jo Roy       | Treasurer              | Term Expires 1996 |
| Kenneth Winham    | Road Agent             | Term Expires 1994 |
| Neil Swift Jr.    | Dog Constable          | Term Expires 1994 |
| Warren Campbell   | Parks Commissioner     | Term Expires 1994 |
| Erwin Ward        | Police Chief           | Appointed         |
| Warren Campbell   | Fire Chief             |                   |
|                   | Forest Fire Warden     |                   |
| H. Douglas Bays   | Civil Defense Director |                   |
| Julia Cunniff     | Librarian              |                   |
| Ralph Renzelman   | Zoning Officer         |                   |
| Bruce Bellows     | Trustee of Trust Funds | Term Expires 1994 |
| Reginald Clark    | Trustee of Trust Funds | Term Expires 1995 |
| Marie Bender      | Trustee of Trust Funds | Term Expires 1996 |
| Carroll E. Hatch  | Fire Commissioner      | Term Expires 1994 |
| H. Douglas Bays   | Fire Commissioner      | Term Expires 1995 |
| James o'Brien     | Fire Commissioner      | Term Expires 1996 |
| Dorothy S. Walker | Library Trustee        | Term Expires 1994 |
| Mary Lou Huffling | Library Trustee        | Term Expires 1995 |
| Geraldine Swift   | Library Trustee        | Term Expires 1996 |
| George Woodell    | Library Trustee        | Term Expires 1996 |
| Clifford Clark    | Arch Pond Committee    | Term Expires 1994 |
| Howard Goss       | Arch Pond Committee    | Term Expires 1995 |
| Harry Neal        | Arch Pond Committee    | Term Expires 1996 |
| Stanley F. Kmiec  | Supervisors of         | Term Expires 1994 |
| Harry A. Neal     | Checklist              | Term Expires 1996 |
| Molly Leonard     |                        | Term Expires 1997 |

Ballot Clerks

|               |                |                 |           |
|---------------|----------------|-----------------|-----------|
| David Leonard | Frances wilson | Gertrude Putnam | Ora Clark |
|---------------|----------------|-----------------|-----------|

|                                      |                |                   |
|--------------------------------------|----------------|-------------------|
| Ralph Renzelman<br>(ex-officio rep.) | Planning Board | Term Expires 1994 |
| Donald Bascom                        | Planning Board | Term Expires 1995 |
| Peter Rhoades                        | Planning Board | Term Expires 1995 |
| Julie Stevens                        | Planning Board | Term Expires 1995 |
| Patricia Adams                       | Planning Board | Term Expires 1996 |
| Jayne L'heureux                      | Planning Board | Term Expires 1996 |

|                |                 |                   |
|----------------|-----------------|-------------------|
| Patricia Adams | Zoning Board of | Term Expires 1994 |
| Peter Vos      | Adjustment      | Term Expires 1994 |
| Thomas Smidutz | "               | Term Expires 1995 |
| Matthew Saxton | " Alternate     | Term Expires 1995 |
| E. Dale Wilson | " Alternate     | Term Expires 1995 |
| David Young    | "               | Term Expires 1996 |
| Michael Rogers | "               | Term Expires 1996 |

|                |                         |                   |
|----------------|-------------------------|-------------------|
| Clifford Clark | Maybelle Still Memorial | Term Expires 1994 |
| Howard L. Goss | Building Committee      | Term Expires 1995 |
| Harry Neal     |                         | Term Expires 1996 |

|                 |                         |                   |
|-----------------|-------------------------|-------------------|
| Peter Renzelman | Conservation Commission | Term Expires 1994 |
| Elliot Burch    | Conservation Commission | Term Expires 1995 |
| Howard C. Weeks | Conservation Commission | Term Expires 1996 |

|                   |                      |                   |
|-------------------|----------------------|-------------------|
| Betty Woodell     | Vilas Pool Committee | Term Expires 1994 |
| Richard Pelletier | Vilas Pool Committee | Term Expires 1994 |
| George Ross       | Vilas Pool Committee | Term Expires 1996 |
| Julie Stevens     | Vilas Pool Committee | Term Expires 1996 |

|                |  |
|----------------|--|
| Gladys Nichols | School Board Member - Alstead Representative<br>Fall Mtn. Consolidated School District |
|----------------|--|

STATE OF NEW HAMPSHIRE  
TOWN WARRANT

To the inhabitants of the Town of Alstead in the County of Cheshire, in said State, qualified to vote in Town affairs:

You are hereby notified to meet at the Municipal Building in said Alstead on Tuesday, the 8th day of March, next at 1:00 p.m. Polls will be open until 7:00 p.m. The business meeting to be holden at 7:30 p.m. on the following:

Article 1: To choose all necessary Town Officers for the ensuing year.

Article 2: Are you in favor of abolishing the zoning ordinance for the Town of Alstead, NH. adopted March 14, 1989 as proposed by petition of the Voters of this Town?

(Official Ballot Vote) BY PETITION

Planning Board does not recommend

Article 3: To see if the Town will vote to raise and appropriate the sum of One Hundred Forty Thousand Dollars (\$140,000.00) for reconstruction of Hill Road, from Cook Hill entrance a distance of 800 feet to beyond the Honey homestead. Twenty Eight Thousand Dollars (\$28,000.00) to be raised by general taxation, and to authorize the issuance of notes for the remaining balance of One Hundred Twelve Thousand Dollars (\$112,000.00). And to authorize the Board of Selectmen to issue and negotiate such notes and to determine the rate of interest thereon.  
(2/3 written ballot vote required)

Recommended by Board of Selectmen

Article 4: To see if the Town will authorize the Selectmen to sell and convey any real estate acquired by tax liens, by auction, sealed bid or any private sale or in any other manner as justice may require. Furthermore, to authorize the Selectmen to employ agents and attorneys in furtherance of any such sale.

Article 5: Shall the Town accept the provisions of RSA 31:95-b providing that any town at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the Selectmen to apply for, accept and expend, without further action by the town meeting, unanticipated money from a state, federal, or other government unit or a private source which becomes available during the fiscal year?

Article 6: Shall the Town accept the provisions of RSA 33:7 providing that any town at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the Selectmen to issue tax anticipation notes?



Article 7: Shall the Town accept the provisions of RSA 202-A:4-c providing that any town at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the public library trustees to apply for, accept and expend, without further action by the town meeting, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year?

Article 8: To see if the Town will vote to authorize the Board of Selectmen to accept gifts of personal property which may be offered to the town for any public purpose, pursuant to RSA 31:95-e. The Selectmen must hold a public hearing before accepting such gift, and the acceptance shall not bind the town to raise, appropriate, or expend any public funds for the operation, maintenance, repair, or replacement of any such personal property.

Article 9: To see if the Town will vote to raise and appropriate the following sums for items and purposed listed:

|   |                    |
|---|--------------------|
| a: Executive Expenses                   | \$ 28,500.00       |
| b: Election, Registration & Vitals      | \$ 15,000.00       |
| c: Financial Administration             | \$ 31,500.00       |
| d: Legal Expense                        | \$ 15,000.00       |
| e: Personnel Admin. (Employee Benefits) | \$ 26,000.00       |
| f: Planning and Zoning                  | \$ 4,000.00        |
| g: General Government Building          | \$ 27,000.00       |
| h: Insurance                            | \$ 38,500.00       |
| i: Advertising & Regional Associations  | \$ 2,400.00        |
| j: Other General Government/Vilas Spahr | \$ 3,100.00        |
| k: Police                               | \$ 18,500.00       |
| l: Ambulance                            | \$ 12,000.00       |
| m: Fire                                 | \$ 27,500.00       |
| n: Forest Fire                          | \$ 500.00          |
| o: Emergency Management                 | \$ 50.00           |
| p: Highways & Streets                   | \$ 210,000.00      |
| q: Street Lighting                      | \$ 6,500.00        |
| r: Sanitation/Solid Waste               | \$ 70,000.00       |
| s: Pest/Animal Control                  | \$ 500.00          |
| t: Health Agencies & Hospitals          | \$ 11,223.00       |
| u: Health Officer                       | \$ 1,000.00        |
| v: Welfare/Direct Assistance            | \$ 8,000.00        |
| w: Parks and Recreation                 | \$ 3,500.00        |
| x: Library                              | \$ 7,000.00        |
| y: Patriotic Purposes                   | \$ 200.00          |
| z: Conservation Commission              | \$ 200.00          |
| aa: Long Term Lease/Notes               | \$ 9,139.00        |
| bb: Interest/TAN                        | \$ 10,000.00       |
| cc: Cemetery                            | <u>\$ 1,000.00</u> |
|   | \$ 587,812.00      |

Recommended by the Board of Selectmen



Article 10: To see if the Town will authorize the Selectmen, upon such terms and conditions as the Board of Selectmen shall deem advisable, to sell, whether by private sale, public auction, private sealed bid or otherwise, any excess town equipment.

Article 11: To see if the Town will vote to raise and appropriate the sum of \$15,000.00 for roof repairs and other necessary repairs on the Municipal Buildings.

Recommended by the Board of Selectmen

Article 12: To see if the Town will vote to raise and appropriate the sum of Ninety Seven Thousand Dollars (\$97,000.00) for the construction and original equipping of a new fire station on the site of the current East Alstead Fire Station. Nineteen Thousand Four Hundred Dollars (\$19,400.00) to be raised by general taxation, and to authorize the issuance of notes for the remaining balance of Seventy Seven Thousand Six Hundred Dollars (\$77,600.00). And to authorize the Board of Selectmen to issue and negotiate such notes and to determine the rate of interest thereon.

(2/3 written ballot vote required)

Recommended by the Board of Selectmen

Article 13: To see if the Town will vote to raise and appropriate the sum of Sixty Five Thousand Dollars (\$65,000.00) for the purchase of a new Highway Department truck, and authorize the withdrawal of Twenty Five Thousand Dollars (\$25,000.00) from the Capital Reserve Fund created for that purpose. The balance of Forty Thousand Dollars (\$40,000.00) is to come from Current Surplus as provided by RSA 35:5.

Recommended by the Board of Selectmen

Article 14: To see if the Town will vote to authorize the Selectmen to enter into a six year (6) lease agreement for the purpose of leasing a new highway road grader for the Highway Department, and to raise and appropriate the sum of Eighteen Thousand Four Hundred Seventeen Dollars (\$18,417.00) for the first years payment for that purpose.

Recommended by the Board of Selectmen

Article 15: To see if the Town will vote to raise and appropriate the sum of \$35,000.00 for reconditioning repairs to the current Highway Department road grader.

Board of Selectmen do not recommend

Article 16: To see if the Town will vote to establish a Capital Reserve Fund, pursuant to RSA 35:1 (1988), to be known as the Town Office Capital Reserve Fund, which Fund will be used for the purposes of securing and improving a town office facility to include, but not necessarily be limited to, improving the so-called Vilas Investment property, which the Tax Collector deeded to the Town; purchasing land, whether with or without buildings thereon, for a town office facility; constructing a town office facility; and/or improving any existing building in order to serve as a town office facility; AND to transfer to said Fund, pursuant to RSA 35:5 (1988), the lesser of either Sixty-Seven Thousand Two Hundred Fifty Dollars (\$67,250.00) of unencumbered surplus funds remaining on hand at the end of this fiscal year OR such amount as may remain in the unencumbered surplus funds at the end of this fiscal year.

Recommended by The Board of Selectmen

Article 17: To see if the Town will vote to designate the Board of Selectmen as agents of the Town to expend Town Office Capital Reserve Fund for the purpose for which said Fund was established.

Article 18: To see if the Town will retain title to the so-called former Vilas Investment property, which the Tax Collector deeded to the Town, for use as a future town office facility and to raise and appropriate the sum of Three Thousand Five Hundred Dollars (\$3,500.00) for the purposes of conducting such engineering, architectural and/or environmental studies of said property as the Board of Selectmen shall deem appropriate; securing such engineering, architectural and/or environmental plans and/or proposals for improving the property as the Board of Selectmen may deem appropriate; and for such other expenditures as the Board of Selectmen shall deem appropriate in order to design a town office facility on said property.

Recommended by the Board of Selectmen

Article 19: To see if the Town will vote to authorize the Board of Selectmen, upon such terms and conditions as the Board of Selectmen shall deem advisable, to sell, whether by private sale, public auction, private sealed bid or otherwise, the so-called former Vilas Investment property, which the Tax Collector deeded to the Town.

Article 20: To see if the Town will authorize the Planning Board to prepare and amend a recommended program of municipal Capital Improvement Projects projected over a period of 5 years.

Article 21: To see if the Town will vote to raise and appropriate the sum of \$4,000.00 for preparation and implementation of the Enhanced 911 System.

Recommended by the Board of Selectmen

Article 22: To see if the Town will vote to authorize the Selectmen to enter into a four (4) year lease agreement for the purpose of leasing a Ford 4-wheel drive tractor for plowing and ground maintenance on town property. And to raise and appropriate the sum of Four Thousand Seven Hundred Sixty Six Dollars (\$4,766.00) for the first years payment.

Recommended by the Board of Selectmen

Article 23: To see if the Town will vote to authorize the Selectmen to require building permits for new construction and additions, for appraisal and septic system installation monitoring only.

Article 24: To see if the Town will vote to authorize the Alstead Conservation Commission to manage the Wellman Pond (Map 61 Lot 1) property.

Article 25: To transact any other business that may legally come before the meeting.

Town of Alstead  
Board of Selectmen  
Clarence Meyer, Chairman  
James O'Brien  
Betty Woodell





| Acct. No. | PURPOSE OF APPROPRIATION<br>(RSA 31:4)    | W.A. No. | Appropriations<br>Prior Year<br>As Approved<br>By DRA | Actual<br>Expenditures<br>Prior Year | APPROPRIATIONS<br>ENSUING FISCAL<br>YEAR<br>(Recommended) |
|-----------|---|----------|---|--------------------------------------|---|
|           | Sub-Totals (from page 2)                  |          | 624,355.  | 633,574.                             | 557,773.  |
|           | CULTURE AND RECREATION                    |          |   |                                      |   |
| 4520      | Parks and Recreation                      | 9        | 3,500.  | 3,183                                | 3,500.  |
| 4550      | Library                                   | 9        | 7,000.  | 7,000.                               | 7,000.  |
| 4583      | Patriotic Purposes                        | 9        | 200.  | 200.                                 | 200.  |
| 4589      | Other Culture and Recreation              |          |   |                                      |   |
|           | CONSERVATION                              |          |   |                                      |   |
| 4612      | Purchase of Natural Resources             |          |   |                                      |   |
| 4619      | Other Conservation Comm.                  | 9        | 300.  | 42.                                  | 200.  |
|           | REDEVELOPMENT AND HOUSING                 |          |   |                                      |   |
|           | ECONOMIC DEVELOPMENT                      |          |   |                                      |   |
|           | DEBT SERVICE                              |          |   |                                      |   |
| 4711      | Princ.-Long Term Bonds & Notes Lease      | 9        | 21,000.   | 22,267.                              | 9,139.  |
| 4721      | Interest-Long Term Bonds & Notes          |          |   |                                      |   |
| 4723      | Interest on TAN / Lease                   | 9        | 10,000.   | 12,903.                              | 10,000.   |
|           | CAPITAL OUTLAY (1993)                     |          | 172,425.  | 141,064.                             |   |
| 4901      | Land and Improvements (Hwy - Hill Rd)     | 3        |   |                                      | 140,000   |
| 4902      | Mach., Veh., & Equip (Trk - Grader - Trk) |          |   |                                      | 123,183.  |
| 4903      | Buildings (Fire Sta - T/H - Villas Rld)   |          |   |                                      | 115,500.  |
| 4909      | Improvements Other Than Buildings (911)   | 21       |   |                                      | 4,000.  |
|           | OPERATING TRANSFERS OUT                   |          |   |                                      |   |
| 4912      | To Special Revenue Fund                   |          |   |                                      |   |
| 4913      | To Capital Projects Fund                  |          |   |                                      |   |
| 4914      | To Enterprise Fund                        |          |   |                                      |   |
|           | Sewer —                                   |          |   |                                      |   |
|           | Water —                                   |          |   |                                      |   |
|           | Electric —                                |          |   |                                      |   |
| 4915      | To Capital Reserve Fund                   | 16       |   |                                      | 67,250.   |
| 4916      | To Trust and Agency Funds                 |          |   |                                      |   |
|           | TOTAL APPROPRIATIONS                      |          | 838,730.  | 820,233.                             | 1,037,745.  |

HELP! We ask your assistance in the following: If you have a line item of appropriation which is made up of appropriations from more than one (1) warrant article, please use the space below to identify the make-up of the line total. We hope this will expedite the tax rate process by reducing the number of inquiries from this office.

| Acct. | W.A. | Amt.      | Acct. | W.A. | Amt.     |
|-------|------|-----------|-------|------|----------|
| 4902  | 13   | 65,000.   | 4903  | 11   | 15,000.  |
| 4902  | 14   | 18,417.   | 4903  | 12   | 87,000.  |
| 4902  | 22   | 4,766.    | 4903  | 18   | 3,500.   |
| TOTAL |      | 123,183.* | TOTAL |      | 115,500. |

\*\* Amounts Not Recommended by Selectmen \*\*  
These amounts are not included in the recommended column.

| Warrant Article # | \$ Amount | Warrant Article # | \$ Amount |
|-------------------|-----------|-------------------|-----------|
| 4902              | 35,000.*  |                   |           |
|                   |           |                   |           |
|                   |           |                   |           |

| Acct. No. | SOURCE OF REVENUE<br>TAXES  | W.A. No.          | *ESTIMATED REVENUE Prior Year (omit cents) | ACTUAL REVENUE Prior Year (omit cents) | ESTIMATED REVENUE Ensuing Fiscal Year (omit cents) |
|-----------|---|-------------------|--|--|--|
| 3120      | Land Use Change Taxes   |                   | 1,000.                                     | 6,445.                                 | 1,000.   |
| 3180      | Resident Taxes  |                   |  |  |  |
| 3185      | Yield Taxes   |                   | 4,500.                                     | 10,727.                                | 5,000.   |
| 3186      | Payment in Lieu of Taxes  |                   |  |  |  |
| 3189      | Other Taxes   |                   |  |  |  |
| 3190      | Interest & Penalties on Delinquent Taxes  |                   | 45,000.                                    | 67,991.                                | 55,000.  |
|           | Inventory Penalties   |                   |  |  |  |
|           | LICENSES, PERMITS AND FEES  |                   |  |  |  |
| 3210      | Business Licenses and Permits   |                   |  |  |  |
| 3220      | Motor Vehicle Permit Fees   |                   | 90,000.                                    | 104,476.                               | 100,000.   |
| 3230      | Building Permits  |                   |  |  |  |
| 3290      | Other Licenses, Permits & Fees  |                   | 3,000.                                     | 3,308.                                 | 2,700.   |
|           | FROM FEDERAL GOVERNMENT   |                   |  |  |  |
| 3319      | Other   |                   |  |  |  |
|           | FROM STATE  |                   |  |  |  |
| 3351      | Shared Revenue  |                   | 56,295.                                    | 56,296.                                | 50,000.  |
| 3353      | Highway Block Grant   |                   | 58,020.                                    | 58,020.                                | 58,000.  |
| 3354      | Water Pollution Grants  |                   |  |  |  |
| 3355      | Housing and Community Development   |                   |  |  |  |
| 3356      | State & Federal Forest Land Reimbursement   |                   | 3  | 3                                      | 3  |
| 3357      | Flood Control Reimbursement   |                   |  |  |  |
| 3359      | Other (Including Railroad Tax)  |                   |  |  |  |
|           | FROM OTHER GOVERNMENT   |                   |  |  |  |
| 3379      | Intergovernmental Revenues  |                   |  |  |  |
|           | CHARGES FOR SERVICES  |                   |  |  |  |
| 3401      | Income from Departments   |                   | 500.                                       | 13,542.                                | 1,000.   |
| 3409      | Other Charges   |                   |  |  |  |
|           | MISCELLANEOUS REVENUES  |                   |  |  |  |
| 3501      | Sale of Municipal Property  |                   |  | 67,250.                                | -  |
| 3502      | Interest on Investments   |                   | 3,000.                                     | 5,700.                                 | 5,000.   |
| 3509      | Other <del>Revenue</del> <del>from</del> <del>Municipal</del> <del>Property</del> |                   | 100.                                       | 3,690.                                 | 2,700.   |
|           | INTERFUND OPERATING TRANSFERS IN  |                   |  |  |  |
| 3912      | <del>Special Revenue Fund</del> <del>Int. &amp; Div. Refunds</del>                |                   |  | 1,931.                                 | -  |
| 3913      | <del>Capital Projects Fund</del> <del>Asst. Repay</del>                           |                   | -  | 1,150.                                 | 1,000.   |
| 3914      | Enterprise Fund   |                   |  |  |  |
|           | Sewer —   |                   |  |  |  |
|           | Water —   |                   |  |  |  |
|           | Electric —  |                   |  |  |  |
| 3915      | Capital Reserve Fund  |                   | 51,449.                                    | 51,449.                                | 25,000.  |
| 3916      | Trust and Agency Funds  |                   | 55,000.                                    | 55,785.                                | 55,000.  |
|           | OTHER FINANCING SOURCES   |                   |  |  |  |
| 3934      | Proc. from Long Term Notes & Bonds  |                   |  |  | 189,600.   |
|           | General Fund Balance  |                   |  |  |  |
|           | Unreserved Fund Balance   | For Municipal Use | xxx  | xxx                                    | xxx  |
|           | Fund Balance Voted From Surplus   | < \$144,496 >     | 40,000.                                    | 40,000.                                | 107,250.   |
|           | Fund Balance to be Retained   | \$ 37,246.        | xxx  | xxx                                    | xxx  |
|           | Fund Balance Remaining to Reduce Taxes  | \$ -              |  |  |  |
|           | TOTAL REVENUES AND CREDITS  |                   | 407,867                                    | 547,743.                               | 658,253  |

\*Enter in this column the numbers which were revised and approved by DRA and which appear on the MS-4 form.

Total Appropriations 1,037,745.

Less: Amount of Estimated Revenues, Exclusive of Property Taxes 658,253.

Amount of Taxes to be Raised (Exclusive of School and County Taxes) 379,492.

**BUDGET OF THE TOWN OF ALSTEAD, N.H.**



# INVENTORY OF PROPERTY VALUES

|                                 | 1992           | 1993           |
|---------------------------------|----------------|----------------|
| Land                            | \$ 12,048,086. | \$ 11,891,900. |
| Buildings                       | \$ 24,764,618. | \$ 24,980,718. |
| Public Utilities                | \$ 546,350.    | \$ 546,350.    |
| Less Elderly & Blind Exemptions | \$ 30,000.     | \$ 30,000.     |
| Net Assessed Valuation          | \$ 37,329,054. | \$ 37,388,968. |
| Taxes Committed to Collector:   |                |                |
| Town Property Taxes Assessed    |                | \$ 2,103,503.  |
| Less War Service Credit         |                | ( 8,703.)      |
| Net Property Tax Commitment     |                | \$ 2,094,800.  |
| Tax Rate                        |                | \$ 56.26       |
| Net School Appropriation        | \$ 1,543,298.  |                |
| County Tax Assessment           | \$ 154,802.    |                |

## SCHEDULE OF TOWN PROPERTY

|   |            |
|---|------------|
| Town Hall                               | \$ 93,750. |
| Furniture & Equipment                   | 27,000.    |
| Library, Land & Buildings               | 263,400.   |
| Furniture & Equipment                   | 30,000.    |
| Police Department & Equipment           | 25,000.    |
| Fire Dept., Land & Building, E. Alstead | 14,950.    |
| Fire Dept., Equipment                   | 202,050.   |
| Parks, Commons & Playgrounds            | 117,500.   |
| Highway Department, Land & Buildings    | 220,000.   |
| Highway Equipment                       | 279,000.   |
| Transfer Station Buildings              | 32,000.    |
| Arch Pond Property                      | 43,200.    |
| M34 L130                                | 2,200.     |
| M26 L2A                                 | 11,250.    |
| M11 L134                                | 185,250.   |
| Cemetery Equipment                      | 6,275.     |
| Maybelle Still Memorial Building        | 32,000.    |

## Selectmen's Report

Early in January the Board of Selectmen reviewed a pre audit report of town revenues and expenses. Overall it showed that the department heads had managed town finances rather well.

One line item on the negative side deserves comment, the town was forced to go over budget for legal assistance; and there are issues pending that we hope will be resolved this year as they impact on this years proposed budget.

On the positive side, was the reduced expenses at the Transfer Station. Due to sound management Jim O'Brien was able to expand the hours of operation and keep the Transfer Station under budget.

We would like to publicly acknowledge the yowman efforts of both Jim O'Brien and Ken Winham in getting the salt/sand shed completed in time to move material inside before the weather closed in. On the negative side of this project, the General Contractor selected to do the work, passed bad checks to some of the subcontractors. There is a great deal of legal maneuvering going on at the time of this writing to make the town responsible for the bad checks.

\$96,811.00 was raised on the sale of excess properties held by the town. \$29,561.00 of it went to pay the taxes due, leaving a balance of \$67,250.00. The Board of Selectmen strongly suggest that these funds be earmarked for renovation, or construction of a new Town Office facility.

There is much ongoing discussion about the viability of renovating the former Spahr Building on Mechanic Street as opposed to new construction.

The selectmen hired Frank Whitcomb to engineer the proposed work on the Hill Road, at the intersection of Cook Hill due to the complex environmental issues involved.

It was stipulated that the engineering expense will be refunded to the town if Whitcomb is the successful bidder of the project. We have asked them to do the same for the Gilsum Mine Road.

Annette Hollatz was hired as Administrative Assistant to the Selectmen, and now handles the day to day activities of the office much to the appreciation of Betty Woodell and the Selectmen as a whole. We are pleased to report that our work load is much smoother this year.

The Selectmen received a petition for and a Public Hearing was held on February 5, 1994 concerning the extension of the Rogers Road.

The Selectmen feel that the residents along the proposed extension have the responsibility to bring the road up to town specifications at their expense prior to asking the town to take over maintenance of it.

The Board of Selectmen would like to take this opportunity to publicly thank all Department Heads and Town Employees as well as extend our gratitude to all of you volunteers who make life in our town a little better each day.

Respectively submitted,

Alstead Board of Selectmen  
Clarence Meyer, Chairman  
James O'Brien  
Betty Woodell

#### ALSTEAD TRANSFER STATION 1993 REPORT

So lets look at Alsteads biggest expense at the Transfer Station again this year. It's the compactor, but its getting better.

Fact, the compactor will move only 36 times this year compared to 53 in 1993. The projected cost for this is \$35,000.00. Other waste disposal cost will be approximately \$8,000.00 for a total of \$43,000.00 for waste disposal, down from 1993.

We did decrease this budget by \$7,000.00 for 1994 and underspent our budget by \$5,980.00 in 1993.

Our contract with BFI will expire in June of 1994, I recommend that we continue with them because of their service and cost to the town.

In September we held our first "Free Day" and it sure was a success, paid for by recycling money.

We feel that we have continued our program that was started in 1989 successfully.

Remember, if you have any questions or problems in dealing with solid waste, please contact the Board of Selectmen at 835-2986, we will do our best to help you.

Thanks Dale for the fine job you are doing at the Transfer Station.  
Thanks to all the Alstead residents with proper recycling habits.

Respectively submitted,

James O'Brien  
Transfer Station Manager



## ROAD AGENT REPORT

Another difficult year with trying to get everything accomplished. Modern day problems seem to crop up everywhere from peoples concerns with legalities.

The funds raised for the Hill Road, from Cook Hill to Howard Weeks, were not spent because of difficulty with wetland permits and land easements. At this time, the estimated cost is being prepared by F. W. Whitcomb Construction Corp.

Some of the funds raised were spent for tree removal, gravel, wetland delineation, replacement of village sidewalks, catch basins and guard rails on Bell Hill. I hope the new smoother sidewalks are appreciated. Warren Campbell has kept them open all winter. Some of the long time water problems were taken care of. One catch basin was replaced that few residents remember not being functional since the early 1950's.

The McLean Road was widened and graveled from the Walpole Valley Road to the Claude Dumont residence. This project required a large amount of costly ledge removal. Some of the fill was used on-site to accommodate a better grade. Some of the ledge is being stored at this time on Mike Poisson's land to be used for future rip-rap projects. Rip-rap ledge is an expensive product. Thanks Mike. The project was very expensive but users seem to be appreciative.

The Rogers Road project was held up for several reasons in which the Selectmen will address. The crushed gravel has been purchased and stored for this project.

Last winter ended with a mini-blizzard. Many thanks to a long list of volunteers including various firemen, the police department and other private individuals who helped with no pay. I wish to thank you, as this was greatly appreciated by all the highway department.

Underdrain was put in by Chip Wood's residence on the Old Drewsville Road, and by Wayne Buffum's in Rhoades district. The Rhoades district was shimmed and paved by F. W. Whitcomb Construction Corp., along with the steep part of Corbin Road adjoining the Rhoades district.

Village streets were swept, various roads had gravel added and chloride added for dust control. Tar roads were patched as usual.

A little widening on the Pine Cliff Road's paved section was attempted. This project created some concern to the abutters and I did not intent to raise hackles and hope there are no hard feelings. That was not my intention.

The new salt/sand shed is helpful after some to-do. It did create some scheduling problems for the highway department due to the contractor not staying on schedule. The highway department was responsible for the site work only, but ended up assisting at various phases of the building.

For the last two years, the grader has developed continuous problems. The Selectmen requested that I look into reconditioning our grader or leasing a new one. The Selectmen have agreed to place two articles on the warrant to give the voters the option.

The 1969 F-950 Ford seems to be the same way. It often needs work with parts becoming scarce. I know equipment cost money because I pay taxes too.

I feel we have a good crew along with part-time help. Thanks guys - David, Eddie, Warren and George. To all others who have assisted, thank you.

Respectively submitted,

Kenneth H. Winham, Road Agent

#### REPORT OF TRUSTEES OF THE TRUST FUNDS

This past year the upkeep of our seven cemeteries was accomplished by Warren Campbell (Mapleside), Earl & Erma Burton (Alstead Center, Slade & Rust), Reginald Clark & Ora Clark (Pine Grove, North and the Warren Monument), Carrol "Timer" Hatch & Edward Hatch (West).

New lots established with perpetual care, established 1993

|                                      |           |
|--------------------------------------|-----------|
| 1. Miriam & Erwin Ward - Mapleside   | \$ 200.00 |
| 2. Marie Bender - West               | \$ 100.00 |
| 3. Marti S. Saxton - West            | \$ 200.00 |
| 4. Francis Thibault - Alstead Center | \$ 200.00 |
| 5. Mary Stearns - Alstead Center     | \$ 100.00 |
| 6. Sandra Roman - West               | \$ 100.00 |

Lots are available and may be acquired by contacting Richard Clark, Cemetery Commissioner at 835-6814.

Plans are underway to replace fencing at Mapleside Cemetery and to install gates that have been constructed by Taylor Welding, at West, Pinegrove and Alstead Center cemeteries.

Respectively Submitted,  
Bruce Bellows  
Reginald Clark  
Marie Bender  
Trustees of Trust Funds

## REPORT OF CEMETERY CUSTODIAN

The cemeteries were raked and the leaves were removed. The cemeteries were mowed several times. Graves were loamed and seeded. Brush was cut from around the walls and fences and removed.

Respectively submitted  
Richard G. Clark



"Certainly I can explain, Officer. I had too much to drink, so my best friend offered to drive me home."



## 1993 POLICE REPORT

For those of you that read the Bellows Falls Police News published weekly in the Bellow Falls Town Crier, the same police log could apply to our Town of Alstead, only on a much smaller scale.

The same typical complaints of domestic problems, missing persons and animals, auto accidents, "wild" parties, breaking in and stealing one's personal belongings and incidents that now cause one to be suspicious or alarmed are handled in every community to different degrees.

But, there are always one or two events in the course of a year that saddens everyone in a small, but caring community such as ours and the affect of the event lingers on in the minds of many. Alstead has had their share of this, with tragic accidents that have injured or taken the life of someone here in our town. We have had the unbelievable homicides that have alarmed the village and the million dollar marijuana operation that lifted the eyebrows of many.

This year, concern and sympathy was felt when a Belgian horse owned by a resident and pastured near the village was shot and injured by a high-powered rifle during hunting season. The horse had to be put down by a veterinarian and is still an unsolved mystery. A reward is being offered for any information regarding the guilty party.

Calamities such as these will continue to happen buy many could be avoided if the human being would obey the law, slow their life down and be more cautious with their life and that of another.

The Brady Bill has passed and soon, another responsibility will be put upon the shoulders of the police officer, to carefully check the background of the hand gun buyer, if indeed, such worldwide information is available. I have strong reservations as to the effectiveness of such a bill but I guess we will just have to wait and see.

The 911 emergency number will utilized in the near future and will certainly be a big asset for locating and responding to all emergency situations. Our town has a lot of new homes and unfamiliar names keep coming up that make it difficult to locate them.

Thanks to fellow officer, David Peltier, for his continued interest in the department and his response to the needs of our citizens, and to other police in the area who have willingly lent a hand when there was a need.

Respectfully submitted,

Erwin Ward, Chief

## FIRE DEPARTMENT REPORT

I reread last years Fire Report and find that we did not meet many of our objectives. Time is the big factor, it's hard to work, have a home life and put time in the Fire Department for meetings, drills and training. We all do the best we can.

This year we are asking for a new Fire Station in East Alstead. The old station is structurally unsound and costly to heat and maintain. We had to have the existing fire truck customized to fit the station in 1975 because of it's small size.

East Alstead Fire Station is not covered by another town in the winter months when our trucks are out to a fire because their's won't fit inside, and would freeze up outside. Our tanker is presently housed at the Transfer Station which makes for a slow response, when time is of the essence. With a new station, this could be housed there.

I urge all voters to come to the town meeting to vote on this, and all issues on the town warrant.

We will also have a handout on a study done by the Chief of NH Fire Standards and Training.

This past year we have updated and replaced some of our equipment. Our biggest purchase was six S.C.B.A. (Self Contained Breathing Apparatus) for fire fighters. This equipment allows the fire fighter to go into a hostile environment, such as a smoked filled structure.

Again, I am asking anyone who is looking for a challenge to come and join our team. We need you! We will train you at our expense, outfit you with up to date N.F.P.A. gear. All you need to do is give us some of your spare time.

At this time I wish to thank the Fire Commissioners for their continued support. My Officers, for their expertise and leadership. Most of all, the Fire Fighters that work in bitter cold, extreme heat and virtually put themselves in dangerous situations to save life and property.

I wish to thank them personally for their hard work and dedication.  
Thank you!

Respectively submitted,  
Your Fire Chief  
Warren Campbell

P.S. 352-1100 is the number to call for any emergency, fire, ambulance or police.

## REPORT OF TOWN FOREST FIRE WARDEN

Please help your town and state forest fire officials with fire protection. New Hampshire State Law (RSA 224:27) requires that, "No person, firm or corporation shall kindle or cause to be kindled any fire or burn or cause to be burned any material in the open, except when the ground is covered with snow, WITHOUT FIRST OBTAINING A WRITTEN FIRE PERMIT FROM THE FOREST FIRE WARDEN OF THE TOWN WHERE THE BURNING IS TO BE DONE." Violation of this statute is a misdemeanor, punishable by a fine of up to \$1,000. and/or a year in jail and you are liable for all fire suppression costs.

Local fire departments are responsible for suppressing fires. The small average fire size of .47 acre/fire is a tribute to early detection by the public or our fire tower system, and the quick response of our trained local fire departments. Please help your Warden and fire department by requesting and obtaining a fire permit BEFORE KINDLING AN OPEN FIRE.

If you have any questions regarding New Hampshire forest fire laws, please contact your local Forest Fire Warden at 835-6839, State Forest Ranger, or Division of Forests and Lands at 271-2217.

Respectively submitted,

Warren Campbell  
Town Forest Fire Warden

## REPORT OF THE FIRE COMMISSIONERS

The Selectmen's report of 1990 recommended that the East Alstead Fire Station needed major repairs or solution. We think that we have found the solution. A committee was appointed and returned to the Selectmen and Fire Commissioners an article to this solution. And that was to replace the East Alstead Fire Station. We highly recommend that the residents vote yes on article 11, the reasons are;

1. The present station would be too costly to repair.
2. The present station is way too small for our apparatus.
3. The well system is not adequate.
4. The septic system is not adequate.
5. One of the major items needed for a fire in East Alstead is water and that is kept at the Transfer Station in the form of our new tanker that you folks gave us two years ago.

We feel that the way the Selectmen have approached this problem by raising \$19,400.00 for this year and financing the remainder is the way to handle this situation. This fire station is needed therefore we recommend it very highly. By building this new fire station we feel we have addressed the inadequacies of the present East Alstead Fire Station.

Respectively submitted,

James O'Brien, Chairman  
H. Doug Bays  
Carroll "Timer" Hatch

## Rescue and Ambulance Report

Another year has come and gone. It doesn't seem possible. The squad responded to 98 calls this last year, logging in 615 man hours. These man hours do not include time spent in training.

We had three people recertify. Three people have left the squad so our numbers are down right now. If anyone has the time and would like to serve the community, please contact me. We are always looking for people to join.

Remember, if you or a loved one needs help, whether it be fire, ambulance or police, the number to call is 352-1100.

Respectfully submitted,

Delinda Campbell  
Ambulance Captain



SHEDD PORTER MEMORIAL LIBRARY  
Alstead, New Hampshire 03602  
Librarian's Report 1993

A total circulation of 15,183 is divided up among the following categories:

|                   |            |
|-------------------|------------|
| Adult Fiction     | 4,366      |
| Adult Non-Fiction | 1,208      |
| Junior Books      | 8,668      |
| Magazines, Tapes  | <u>941</u> |
|                   | 15,183     |

We are in the process of discarding worn, damaged, and unused books. These books will be used in future book sales.

The Friends of the Library purchased a couple of magazine subscriptions for the children's section. They also purchased the new National Geographic Atlas for our reference section. It was purchased on request by Mrs. Doris Dustin. With this atlas, we'd like to thank her for all of her years of service to the towns of Alstead and Langdon.

With the help of Mrs. Edith Mulliner, Mrs. Linda Campbell, and with the cooperation of the teachers and parents, the grades 2, 3, 4, and 5 from Alstead were able to visit the library on a regular basis. We thank all those who made this possible. Their help is sincerely appreciated.

The Friends of the Library again supported the Summer Reading program as well as the story hour, which was held on Wednesday afternoons during the summer. A party was held in August and certificates were awarded to those completing the program.

The continuing financial help received from Mrs. Lora Whitton of Sarasota, Florida, Miss Catherine MacDonald of the Marquis George MacDonald of New York, and the generous memorial donations from Mr. Frank Caruso of Cos Cob, Connecticut, and others, enabled us to buy many beautiful non-fiction books. We appreciate these gifts. They are a welcome addition to our library.

A special thank you to Mrs. Dustin for all her help in preparing me to be librarian. I hope to serve you as well as she did. Thanks also to Peggy for a smooth transition, and her continuing support as my assistant. Thanks to the Trustees, the Friends of the Library and the people of Alstead and Langdon for this opportunity to be your Librarian.

Sincerely,  
Julia Cunniff  
Librarian

SHEDD PORTER MEMORIAL LIBRARY  
TRUSTEE REPORT

The Trustees are pleased with the work on the doors and in the foyer.

We will miss our dedicated librarian of so many years Doris Dustin, who retired.

The Friends of The Library have been so generous with their gifts and support. We thank all who gave gifts of memorial books or funds.

The school children visited the library on a regular basis to borrow books.

I wish to thank everyone who helped establish our children reading room downstairs, it was a project of Alstead for the celebration of (We The People), I did all the necessary paper work as chairman of this project, and our town is listed and noted in the book, We The People published in Washington by the National Committee.

Respectfully,

Dorothy Walker, Chairman

## 1993 VILAS POOL REPORT

The Vilas Pool facility had a very successful season. Attendance, special events and donations all increased. The committee would like to thank all those who volunteered their time. We would also like to congratulate the staff on their fine efforts throughout the summer.

There were several projects completed in 1993. Work was done on the bell tower including rewiring. Two new lifeboats were purchased. One of the outdoor fireplaces was rebuilt and restored to its former grandeur. Thanks to a joint effort by the NH Conservation Corps and the Student Conservation Corps, the old food stand opposite the entrance to the pool was demolished and the food shack on the ground was repainted.

Three members of the committee, Erwin Ward, Julie Peltier, and Dave Peltier, stepped down this past year. A very sincere thanks for all their efforts while on the committee.

This year we will again be open seven days a week. See you in June.

George Ross - Chairman  
Richard Pelletier

Julie Stevens  
Betty Woodell

## ALSTEAD CONSERVATION COMMISSION ANNUAL REPORT

During 1993 The Conservation Commission was involved with several community projects which were of concern to the town of Alstead.

Last fall, Earth Works of NH was the name of a special day organized by the Student Conservation Association when volunteers could make meaningful improvements to communities in the state. Members of the Commission helped with the volunteers to do brush work at Pratt Road and trail work, and a foot bridge at Wellman Pond. It was a beneficial experience for all involved, and the town parks were improved.

A recycling ordinance was presented to the town at a special meeting and citizens were invited to contribute to a final version. The Conservation Commission did a study by talking to people about their waste habits and about their concerns dealing with our waste.

The lecture series which started in 1992 with three talks was completed last winter with a slide show by Bill Jahos on his hike from Georgia to Maine.

In order to maintain the Commission's role to protect the natural resources of the community and be a vital part of the town government, we must rely on dedicated volunteers. New members interested in the management of our parks, the protection of our forests, and the concern for water quality are welcome to join the Commission. We feel these matters are important, and we urge citizens to help us monitor our local environment.

Respectively submitted,

Howard Weeks  
Pete Renzelman  
Elliot Burch



## ALSTEAD PLANNING BOARD REPORT

The Planning Board met twenty times this year, holding twelve regular meetings, six work meetings, one site visit and one meeting with Cartographic Associates. Once again, the Board experienced a slow year in regards to the number of subdivision requests received by the Board. Two subdivision plats were approved, compared with two in 1992 and four in 1991. Two subdivision applications are presently pending while the Board engaged in five conceptual consultations with land owners on possible future subdivisions throughout 1993. None of the plats created a large number of new lots.

In order to comply with the Enhanced 911 System and the upcoming U.S. Postal requirements, the Planning Board, in cooperation with the Fire Department and other town departments, is working on a street name and house numbering system. A list of proposed street name changes has been submitted to the Selectmen for review.

The Planning Board has also updated the Land Use section of the Master Plan by locating all buildings on the composite map for the Town of Alstead. This map has been given to Southwest Region Planning Commission to complete the Water Resource Protection Plan and will be used to help prepare the house numbering system.

An article has been placed on the town warrant asking that authorization be given to the Planning Board to develop a Capital Improvements Plan. A Capital Improvements Plan would help the town in scheduling capital expenditures over a five year period.

The Planning Board needs persons to serve as alternate or full members and/or work on planning projects. Anyone interested should contact the Selectmen or a member of the Planning Board.

Respectfully submitted  
Peter Rhoades, Chairman  
Jayne L'Heureux  
Juliana Stevens  
Patricia Adams  
Don Bascom  
Ralph Renzelman, Jr.  
(Ex-officio member)

## ALSTEAD HISTORICAL SOCIETY

1993 began with our annual open house and refreshments for all visitors on Memorial Day. 121 signed the guest book. In June the 4th grade class toured the Museum and were all presented with a copy of the 1963 bicentennial booklets we still have on sale for \$1.00, given courtesy of Ashuelot Chapter D.A.A.R.

Numerous gifts have been donated from George Clarke estate, Fred Carmen, Helen Bascom, Florence Foster, Mr. & Mrs. Vern Crosby, plus hat racks yet to be mounted from a hat store in Lowell, MA. The owner was very impressed with our work.

The Society received a grant of \$500.00 from the Marquis MacDonald Foundation, on recommendation of Catherine MacDonald. This is in a savings account and we are considering a carousel type photo display rack that will hold hundreds of photos, the cost about \$1,200.00.

We purchased two early dress forms, and 30 acid free binders, and boxes to store documents in. Mrs. Edith Crosby spent many volunteer hours with me doing this task.

We open most anytime to visitors by appointment.

Respectfully submitted,

Dorothy Walker  
Curator

Zoning Board of Adjustment  
1993 Report

Three public hearings were held pursuant to requests for special exceptions in 1992. One request for a special exception was approved with conditions and two were denied. One motion for a rehearing was submitted concerning one of the denied requests. The board also denied this motion. No appeal to Superior Court was filed.

Last year's decision by the board to hold regular meetings in the Town Offices and only use Town Hall for public hearings proved to be prudent. No one was under served and the expense of warming Town Hall unnecessarily was avoided. Regardless of where our meetings are held, they are open to the public and you are encouraged to attend if you wish.

The board is available, on an informal basis, at its regularly scheduled, monthly meeting (1st Monday of the month @ 7:30 PM) for whatever assistance, guidance, information, or help with procedures, etc. that you may need. While we cannot discuss the specific facts of an appeal you may choose to file, we will be happy to help you with general information and/or procedural information that will make it easier for you to do business with us. No appointment is necessary and we would encourage everyone to take advantage of this opportunity to let us assist you.

There has been less confusion during the past year about the fact that the authority and responsibility for enforcement of the zoning ordinance and issuing building permits is held by the Selectmen and their appointed Zoning Officer. If you have questions about, or would like to learn more about the role of the ZBA, copies of our Rules of Procedure and Instructions to Applicants are available in the Town Office.

The Zoning Board of Adjustment needs additional Alstead residents to serve as alternate members of the board. No special knowledge of zoning law is necessary, only a sincere desire to provide a public service to your fellow residents and the Town of Alstead. Anyone who is interested, or has any questions, should contact the Selectmen or a member of the board.

Respectfully submitted,

Peter Vos, Chairman  
Michael Rogers, Vice-Chairman  
Patricia Adams, Clerk  
Thomas Smidutz, Member  
David Young, Member  
Matthew Saxton, Alternate  
E. Dale Wilson, Alternate

## TOWN CLERK/TAX COLLECTORS REPORT

As most of you have probably noticed, we added an assistant to the office this year. This was in response to several factors, including an increase in our population, and therefore our paperwork; a few changes in state laws, increasing our paperwork; and a concerted effort to make our record keeping more thorough and accessible, making more paperwork. After advertising for two weeks and taking applications a total of four, I hired Dorothy Smith of East Alstead, who has proven to be a very valuable asset.

Another addition to the office as of the first of this year has been Business Managements' version of the Motor Vehicle Computer. It was about half the cost of the system we were initially looking at two years ago, and we were given a sizable discount for a program we had purchased from them separately last year and is included with the M.V. package. These things, along with a surplus from last years budget, made the deal too good to pass up.

The computer is proving to be quite a timesaver as far as manually looking up your registrations, correcting errors (not that we made THAT many) and above all else, in the paperwork involved, particularly at the end of the day. Once we are a little better versed in its use, I may actually be able to do this job in 25 hours a week instead of the 30 to 35 it had become commonplace to put in. For now, that is. I do feel that in the near future, keeping the office open more hours will be inevitable, unless Concord devises some great scheme that requires less you-know-what.

In case anyone is unaware, you do not have to pay your taxes in a lump sum or set up any formal payment plan with me if you are not able to pay right away. You can make a payment of any size at any time you wish. Times have been hard for a lot of us, and I am always impressed by the effort most people will make to keep on top of things. I try to do what I can to make that easier.

Respectfully submitted,

Vanessa Weymouth, Town Clerk/Tax Collector



TAX COLLECTORS REPORT  
Fiscal Year Ended December 31, 1993

| -DR-                               | 1993                  | LEVIES OF<br>1992   | Prior      |
|------------------------------------|-----------------------|---------------------|------------|
| UNCOLLECTED TAXES-BEGINNING 1/1/93 |                       |                     |            |
| Property Taxes                     |                       | \$377,795.82        |            |
| TAXES COMMITTED TO COLLECTOR       |                       |                     |            |
| Property Taxes                     | \$2,095,060.00        |                     |            |
| Land Use Change Tax                | 6,445.00              |                     |            |
| Yield Tax                          | 10,726.87             |                     |            |
| OVERPAYMENTS                       |                       |                     |            |
| a/c Property Taxes                 | 142.05                | 61.05               |            |
| a/c Yield Taxes                    | 199.50                |                     |            |
| INTEREST COLLECTED ON:             |                       |                     |            |
| Delinquent Taxes                   | 3,578.11              | 27,186.04           |            |
| <b>TOTAL DEBITS</b>                | <b>\$2,116,151.53</b> | <b>\$405,042.91</b> | <b>-0-</b> |

-CR-

|  |                       |                     |            |
|--|-----------------------|---------------------|------------|
| REMITTED TO TREASURER DURING FISCAL YEAR |                       |                     |            |
| Property Tax                             | \$1,757,509.16        | \$367,467.13        |            |
| Land Use Change Tax                      | 5,340.00              |                     |            |
| Yield Taxes                              | 10,220.76             |                     |            |
| Interest On Taxes                        | 3,578.11              | 27,186.04           |            |
| ABATEMENTS ALLOWED                       |                       |                     |            |
| Property Taxes                           | 150.00                | 626.78              |            |
| Yield Taxes                              | 199.50                |                     |            |
| Deeded To Town                           |                       | 9,889.00            |            |
| UNCOLLECTED TAXES END OF FISCAL YEAR     |                       |                     |            |
| Property Taxes                           | 337,519.89            |                     |            |
| Land Use Change Tax                      | 1,115.00              |                     |            |
| Yield Taxes                              | 506.11                |                     |            |
| Excess Credits                           | 13.00                 | (126.04)            |            |
| <b>TOTAL CREDITS</b>                     | <b>\$2,116,151.53</b> | <b>\$405,042.91</b> | <b>-0-</b> |

SUMMARY OF TAX SALES/TAX LIEN ACCOUNTS

-DR-

| TAX LIEN ON ACCOUNT OF LEVIES OF:              | 1992                | 1991               | PRIOR               |
|--|---------------------|--------------------|---------------------|
| Balance of Unredeemed Taxes of Fiscal Year     |                     | \$153,405.79       | \$117,252.66        |
| Taxes Sold/Executed to Town During Fiscal Year | \$188,058.91        |                    |                     |
| Interest Collected After Lien Execution        | 3,687.55            | 9,045.65           | 23,489.81           |
| <b>TOTAL DEBITS</b>                            | <b>\$191,746.46</b> | <b>\$47,543.48</b> | <b>\$140,742.47</b> |

-CR-

|  |                     |                     |                     |
|--|---------------------|---------------------|---------------------|
| Remittance To Treasurer During Fiscal Year |                     |                     |                     |
| Redemptions                                | \$ 43,585.15        | \$ 47,543.48        | \$ 77,737.43        |
| Interest And Cost After Sale               | 3,687.55            | 9,045.65            | 23,489.91           |
| Deeded To Town During Year                 |                     | 10,337.95           | 18,815.27           |
| Unredeemed Taxes End Of Year               | 144,483.73          | 95,535.89           | 21,242.23           |
| Excess Credits                             | (9.97)              | (11.53)             | (542.37)            |
| <b>TOTAL CREDITS</b>                       | <b>\$191,746.46</b> | <b>\$162,451.44</b> | <b>\$140,742.47</b> |

TOWN OF ALSTEAD,  
NEW HAMPSHIRE  
FINANCIAL STATEMENTS  
AND SUPPLEMENTAL SCHEDULES  
DECEMBER 31, 1993

# Plodzick & Sanderson Professional Association

193 North Main Street Concord, N.H. 03301 (603) 225-6996

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## *INDEPENDENT AUDITOR'S COMMUNICATION OF REPORTABLE CONDITIONS AND OTHER MATTERS*

To the Members of  
the Board of Selectmen  
Town of Alstead  
Alstead, New Hampshire

In planning and performing our audit of the Town of Alstead for the year ended December 31, 1993, we considered the Town's internal control structure in order to determine the scope of our auditing procedures for the purpose of expressing our opinion on the financial statements. Our review of these systems was not intended to provide assurance on the internal control structure and should not be relied on for that purpose.

Under the standards established by the American Institute of Certified Public Accountants, reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the Town's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities, in amounts that would be material in relation to the financial statements being audited, may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might constitute reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

During the course of our review, the following condition was noted that was considered to be a material weakness as defined above:

### *GENERAL RECORDS*

The general records presented to us for audit were inaccurate in that the general ledger contained numerous balances in accounts that were not valid and the cash control accounts did not reconcile with the Treasurer. Likewise, internal financial reports prepared throughout the year were inaccurate for budget to actual expenditure comparative purposes. It is our understanding that upon starting a new payroll program during the year, personnel started to experience these problems. The computer software company should be contacted to solve the problems in posting the payroll transactions.

*Town of Alstead*

*Independent Auditor's Communication of Reportable Conditions and Other Matters*

With the hiring of an Administrative Assistant, this person should assume full responsibility for the recordkeeping function of the Town and ensure that the general ledger is reconciled monthly to the Treasurer's accounts.

We strongly recommend at least quarterly monitoring to ensure that the records are reconciled and the problems rectified in a timely manner so that management can rely on the information emanating from the system.

Also, the following condition was noted that we do not consider to be a material weakness:

*TAX COLLECTOR*

During our audit it came to our attention that a variety of individuals can, and do, have access to the Tax Collector's computer software. This access could be used to change or delete vital records and accounts of the Tax Collector.

We recommend that the software company be contacted to set up passwords only for those individuals who should have access to the system to prevent any unauthorized access.

In addition to the foregoing, the following other matter came to our attention that we have discussed with management as an opportunity for efficiency and/or cost savings related to the administration of the Town:

*GENERAL FIXED ASSET ACCOUNTING*

In general, accounting for fixed assets provides information for estimating the amount of insurance needed, monitors asset utilization, provides a safeguard over the asset, and allows for depreciation to be estimated when applicable. As is the case with most towns in the State, the Town does not maintain records for its investment in property, plant and equipment as required by generally accepted accounting principles.

Fixed asset accounting should be considered when determination of applications to be automated is made in order to comply with generally accepted accounting principles.

This report is intended solely for the information and use of management and others within the administration. This restriction is not intended to limit distribution of this report, which is a matter of public record.

January 14, 1994

*Olafik & Sanderson*  
*Professional Association*



# Plodzick & Sanderson Professional Association

193 North Main Street Concord, N.H. 03301 (603) 225-6996

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## INDEPENDENT AUDITOR'S REPORT ON FINANCIAL PRESENTATION

To the Members of  
the Board of Selectmen  
Town of Alstead  
Alstead, New Hampshire

We have audited the accompanying general purpose financial statements of the Town of Alstead as of and for the year ended December 31, 1993, as listed in the table of contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1B, the general purpose financial statements referred to above do not include the General Fixed Assets Account Group, which should be included to conform with generally accepted accounting principles. The amount that should be recorded in the General Fixed Assets Account Group is not known.

In our opinion, except for the effect on the financial statements of the omission described in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Alstead as of December 31, 1993, and the results of its operations and cash flows of its nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Town of Alstead. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Plodzick & Sanderson*  
*Professional Association*

January 14, 1994

EXHIBIT A  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Combined Balance Sheet - All Fund Types and Account Group  
December 31, 1993

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|                                       | <u>Governmental Fund Types</u> |                        |
|---------------------------------------|--------------------------------|------------------------|
|                                       | <u>General</u>                 | <u>Special Revenue</u> |
| <u>ASSETS AND OTHER DEBITS</u>        |                                |                        |
| <u>Assets</u>                         |                                |                        |
| Cash and Equivalents                  | \$338,891                      | \$33,810               |
| Investments                           |                                |                        |
| <u>Receivables (Net of</u>            |                                |                        |
| <u>Allowances For Uncollectibles)</u> |                                |                        |
| Taxes                                 | 579,152                        |                        |
| Accounts                              | 11,454                         | 2,820                  |
| Intergovernmental                     | 423                            |                        |
| Interfund Receivable                  | 51,449                         | 8,291                  |
| Prepaid Items                         | 5,483                          |                        |
| <u>Other Debits</u>                   |                                |                        |
| Amount To Be Provided For             |                                |                        |
| Retirement of General Long-Term Debt  |                                |                        |
|                                       |                                |                        |
| TOTAL ASSETS AND OTHER DEBITS         | <u>\$986,852</u>               | <u>\$44,921</u>        |
| <br><u>LIABILITIES AND EQUITY</u>     |                                |                        |
| <u>Liabilities</u>                    |                                |                        |
| Accounts Payable                      | \$ 2,004                       | \$                     |
| Accrued Payroll and Benefits          | 3,220                          |                        |
| Intergovernmental Payable             | 721,731                        |                        |
| Interfund Payable                     | 8,291                          |                        |
| Capital Leases Payable                |                                |                        |
| Total Liabilities                     | <u>735,246</u>                 |                        |
| <u>Equity</u>                         |                                |                        |
| <u>Fund Balances</u>                  |                                |                        |
| Reserved For Endowments               |                                |                        |
| Reserved For Encumbrances             | 107,110                        |                        |
| Reserved For Special Purposes         |                                |                        |
| <u>Unreserved</u>                     |                                |                        |
| Designated For Special Purposes       |                                | 44,921                 |
| Undesignated                          | 144,496                        |                        |
| Total Equity                          | <u>251,606</u>                 | <u>44,921</u>          |
| TOTAL LIABILITIES AND EQUITY          | <u>\$986,852</u>               | <u>\$44,921</u>        |

| <u>Fiduciary<br/>Fund Type</u> | <u>Account<br/>Group</u> | <u>Total</u>             |
|--------------------------------|--------------------------|--------------------------|
| <u>Trust</u>                   | <u>General Long-</u>     | <u>(Memorandum Only)</u> |
| <u>Funds</u>                   | <u>Term Debt</u>         |                          |
| \$ 48,092                      | \$                       | \$ 420,793               |
| 237,009                        |                          | 237,009                  |
|                                |                          | 579,152                  |
|                                |                          | 14,274                   |
|                                |                          | 423                      |
|                                |                          | 59,740                   |
|                                |                          | 5,483                    |
|                                | <u>23,700</u>            | <u>23,700</u>            |
| <u>\$285,101</u>               | <u>\$23,700</u>          | <u>\$1,340,574</u>       |
|                                |                          |                          |
| \$                             | \$                       | \$ 2,004                 |
| 606                            |                          | 3,220                    |
| 51,449                         |                          | 722,337                  |
|                                |                          | 59,740                   |
|                                | <u>23,700</u>            | <u>23,700</u>            |
| <u>52,055</u>                  | <u>23,700</u>            | <u>811,001</u>           |
|                                |                          |                          |
| 114,067                        |                          | 114,067                  |
|                                |                          | 107,110                  |
| 118,979                        |                          | 118,979                  |
|                                |                          | 44,921                   |
|                                |                          | <u>144,496</u>           |
| <u>233,046</u>                 | <u></u>                  | <u>529,573</u>           |
| <u>\$285,101</u>               | <u>\$23,700</u>          | <u>\$1,340,574</u>       |

The notes to financial statements are an integral part of this statement.

EXHIBIT B  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Combined Statement of Revenues, Expenditures and Changes in Fund Balances  
All Governmental Fund Types and Expendable Trust Funds  
For the Fiscal Year Ended December 31, 1993

|   | <u>Governmental Fund Types</u> |                        |
|---|--------------------------------|------------------------|
|   | <u>General</u>                 | <u>Special Revenue</u> |
| <u>Revenues</u>   |                                |                        |
| Taxes   | \$2,165,101                    | \$                     |
| Licenses and Permits  | 107,784                        |                        |
| Intergovernmental   | 114,319                        |                        |
| Charges For Services  | 13,542                         | 13,576                 |
| Miscellaneous   | 135,506                        | 21,564                 |
| <u>Other Financing Sources</u>  |                                |                        |
| Operating Transfers In  | 51,449                         | 8,006                  |
| <u>Total Revenues and Other Financing Sources</u>   | <u>2,587,701</u>               | <u>43,146</u>          |
| <u>Expenditures</u>   |                                |                        |
| <u>Current</u>  |                                |                        |
| General Government  | 180,518                        |                        |
| Public Safety   | 66,763                         |                        |
| Highways and Streets  | 223,815                        |                        |
| Sanitation  | 71,020                         | 15,718                 |
| Health  | 12,744                         |                        |
| Welfare   | 7,155                          |                        |
| Culture and Recreation  | 3,383                          | 29,327                 |
| Conservation  | 42                             |                        |
| Debt Service  | 34,648                         |                        |
| Capital Outlay  | 141,008                        |                        |
| Intergovernmental   | 1,699,790                      |                        |
| <u>Other Financing Uses</u>   |                                |                        |
| Operating Transfers Out   | 7,000                          |                        |
| <u>Total Expenditures and Other Financing Uses</u>  | <u>2,447,886</u>               | <u>45,045</u>          |
| <u>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses</u> | 139,815                        | (1,899)                |
| <u>Fund Balances - January 1</u>  | <u>111,791</u>                 | <u>46,820</u>          |
| <u>Fund Balances - December 31</u>  | <u>\$ 251,606</u>              | <u>\$44,921</u>        |



| <u>Fiduciary<br/>Fund Type<br/>Expendable<br/>Trust</u> | <u>Total<br/>(Memorandum Only)</u> |
|---|------------------------------------|
| \$  | \$2,165,101                        |
|   | 107,784                            |
|   | 114,319                            |
|   | 27,118                             |
| 5,668   | 162,738                            |
|   | <u>59,455</u>                      |
| <u>5,668</u>  | <u>2,636,515</u>                   |
|   | 180,518                            |
|   | 66,763                             |
|   | 223,815                            |
|   | 86,738                             |
|   | 12,744                             |
|   | 7,155                              |
|   | 32,710                             |
|   | 42                                 |
|   | 34,648                             |
|   | 141,008                            |
|   | 1,699,790                          |
| <u>51,449</u>   | <u>58,449</u>                      |
| <u>51,449</u>   | <u>2,544,380</u>                   |
| (45,781)  | 92,135                             |
| <u>119,261</u>  | <u>277,872</u>                     |
| <u>\$ 73,480</u>  | <u>\$ 370,007</u>                  |

The notes to financial statements are an integral part of this statement.

EXHIBIT C  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Combined Statement of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual (GAAP Basis)  
General and Special Revenue Funds  
For the Fiscal Year Ended December 31, 1993

|   | General Fund      |                   | Variance                   |
|---|-------------------|-------------------|----------------------------|
|   | Budget            | Actual            | Favorable<br>(Unfavorable) |
| <u>Revenues</u>   |                   |                   |                            |
| Taxes   | \$2,130,328       | \$2,165,101       | \$ 34,773                  |
| Licenses and Permits  | 93,000            | 107,784           | 14,784                     |
| Intergovernmental   | 114,318           | 114,319           | 1                          |
| Charges For Services  | 11,500            | 13,542            | 2,042                      |
| Miscellaneous   | 58,000            | 135,506           | 77,506                     |
| <u>Other Financing Sources</u>  |                   |                   |                            |
| Operating Transfers In  | 51,449            | 51,449            |                            |
| <u>Total Revenues and<br/>Other Financing Sources</u>   | <u>2,458,595</u>  | <u>2,587,701</u>  | <u>129,106</u>             |
| <u>Expenditures</u>   |                   |                   |                            |
| <u>Current</u>  |                   |                   |                            |
| General Government  | 176,100           | 180,518           | (4,418)                    |
| Public Safety   | 59,550            | 66,763            | (7,213)                    |
| Highways and Streets  | 217,000           | 223,815           | (6,815)                    |
| Sanitation  | 77,000            | 71,020            | 5,980                      |
| Health  | 13,206            | 12,744            | 462                        |
| Welfare   | 10,000            | 7,155             | 2,845                      |
| Culture and Recreation  | 3,700             | 3,383             | 317                        |
| Conservation  | 300               | 42                | 258                        |
| Debt Service  | 31,000            | 34,648            | (3,648)                    |
| Capital Outlay  | 138,264           | 141,008           | (2,744)                    |
| Intergovernmental   | 1,699,790         | 1,699,790         |                            |
| <u>Other Financing Uses</u>   |                   |                   |                            |
| Operating Transfers Out   | 7,000             | 7,000             |                            |
| <u>Total Expenditures and<br/>Other Financing Uses</u>  | <u>2,432,910</u>  | <u>2,447,886</u>  | <u>(14,976)</u>            |
| <u>Excess (Deficiency) of Revenues<br/>and Other Financing Sources<br/>Over (Under) Expenditures<br/>and Other Financing Uses</u> | 25,685            | 139,815           | 114,130                    |
| <u>Fund Balances - January 1</u>  | <u>111,791</u>    | <u>111,791</u>    |                            |
| <u>Fund Balances - December 31</u>  | <u>\$ 137,476</u> | <u>\$ 251,606</u> | <u>\$114,130</u>           |

| Special Revenue Funds |                 |  | Totals<br>(Memorandum Only) |                   |  |
|-----------------------|-----------------|--|-----------------------------|-------------------|--|
| Budget                | Actual          | Variance<br>Favorable<br>(Unfavorable) | Budget                      | Actual            | Variance<br>Favorable<br>(Unfavorable) |
| \$                    | \$              | \$                                     | \$2,130,328                 | \$2,165,101       | \$ 34,773                              |
|                       |                 |  | 93,000                      | 107,784           | 14,784                                 |
|                       | 13,576          | 13,576                                 | 114,318                     | 114,319           | 1                                      |
|                       | 21,564          | 21,564                                 | 11,500                      | 27,118            | 15,618                                 |
|                       |                 |  | 58,000                      | 157,070           | 99,070                                 |
| <u>7,000</u>          | <u>8,006</u>    | <u>1,006</u>                           | <u>58,449</u>               | <u>59,455</u>     | <u>1,006</u>                           |
| <u>7,000</u>          | <u>43,146</u>   | <u>36,146</u>                          | <u>2,465,595</u>            | <u>2,630,847</u>  | <u>165,252</u>                         |
|                       |                 |  | 176,100                     | 180,518           | (4,418)                                |
|                       |                 |  | 59,550                      | 66,763            | (7,213)                                |
|                       |                 |  | 217,000                     | 223,815           | (6,815)                                |
|                       | 15,718          | (15,718)                               | 77,000                      | 86,738            | (9,738)                                |
|                       |                 |  | 13,206                      | 12,744            | 462                                    |
|                       |                 |  | 10,000                      | 7,155             | 2,845                                  |
| 7,000                 | 29,327          | (22,327)                               | 10,700                      | 32,710            | (22,010)                               |
|                       |                 |  | 300                         | 42                | 258                                    |
|                       |                 |  | 31,000                      | 34,648            | (3,648)                                |
|                       |                 |  | 138,264                     | 141,008           | (2,744)                                |
|                       |                 |  | 1,699,790                   | 1,699,790         |  |
| <u>      </u>         | <u>      </u>   | <u>      </u>                          | <u>7,000</u>                | <u>7,000</u>      | <u>      </u>                          |
| <u>7,000</u>          | <u>45,045</u>   | <u>(38,045)</u>                        | <u>2,439,910</u>            | <u>2,492,931</u>  | <u>(53,021)</u>                        |
|                       | (1,899)         | (1,899)                                | 25,685                      | 137,916           | 112,231                                |
| <u>46,820</u>         | <u>46,820</u>   | <u>      </u>                          | <u>158,611</u>              | <u>158,611</u>    | <u>      </u>                          |
| <u>\$46,820</u>       | <u>\$44,921</u> | <u>\$ (1,899)</u>                      | <u>\$ 184,296</u>           | <u>\$ 296,527</u> | <u>\$112,231</u>                       |

The notes to financial statements are an integral part of this statement.

EXHIBIT D  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Statement of Revenues, Expenses and Changes in Fund Balance  
All Nonexpendable Trust Funds  
For the Fiscal Year Ended December 31, 1993

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|                                   | <u>Fiduciary<br/>Fund Type<br/>Nonexpendable<br/>Trust Funds</u> |
|-----------------------------------|--|
| <u>Operating Revenues</u>         |  |
| New Funds                         | \$ 1,647   |
| Interest and Dividends            | <u>5,002</u>   |
| <u>Total Operating Revenues</u>   | 6,649  |
| <u>Operating Expenses</u>         |  |
| <u>Trust Income Distributions</u> |  |
| Cemeteries and Other              | <u>8,559</u>   |
| <u>Operating (Loss)</u>           | (1,910)  |
| <u>Operating Transfers</u>        |  |
| Transfers Out                     | <u>(1,006)</u>   |
| <u>Net Income (Loss)</u>          | (2,916)  |
| <u>Fund Balance - January 1</u>   | <u>162,482</u>   |
| <u>Fund Balance - December 31</u> | <u>\$159,566</u>   |

The notes to financial statements are an integral part of this statement.



EXHIBIT E  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Statement of Cash Flows  
All Nonexpendable Trust Funds  
For the Fiscal Year Ended December 31, 1993

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|   | <u>Fiduciary<br/>Fund Type<br/>Nonexpendable<br/>Trust Funds</u> |
|---|--|
| <u>Cash Flows From Operating Activities</u>   |  |
| Interest and Dividends Received   | \$ 5,002   |
| New Funds Received  | 1,647  |
| Trust Income Distributions  | (8,559)  |
| Operating Transfers Out   | <u>(1,006)</u>   |
| <u>Net Cash Provided (Used) by Operating Activities</u>   | (2,916)  |
| <u>Cash Flows From Investing Activities</u>   |  |
| Purchase of Investments   | <u>(3,720)</u>   |
| <u>Net (Decrease) In Cash</u>   | (6,636)  |
| <u>Cash - January 1</u>   | <u>40,545</u>  |
| <u>Cash - December 31</u>   | <u>\$33,909</u>  |
| <br><i>Reconciliation of Net Income to Net<br/>Cash Provided (Used) by Operating Activities</i> |  |
| <u>Net Income (Loss)</u>  | <u>\$(2,916)</u>   |

The notes to financial statements are an integral part of this statement.

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Town of Alstead, New Hampshire, is a municipal corporation governed by an elected 3-member Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the Town of Alstead (primary government), and its component units. Component units are organizations for which the primary government is financially accountable or for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Based on the foregoing criteria, no other organizations are included in the Town's financial reporting entity.

B. Basis of Presentation - Fund Accounting

The accounts of the Town are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures/expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped by type in the financial statements. The following fund types and account groups are used by the Town:

*Governmental Fund Types*

Governmental Funds are those through which most governmental functions of the Town are financed. The acquisition, use and balances of the Town's expendable financial resources, and the related liabilities are accounted for through governmental funds. The following are the Town's Governmental Fund Types:

**General Fund** - The General Fund is the general operating fund of the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. From the fund are paid the general operating expenditures, the fixed charges, and the capital improvement costs that are not paid through other funds.

**Special Revenue Funds** - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action. The following funds are included in this fund type:

Vilas Pool  
Arch Pond Committee  
Shedd Porter Memorial Library  
Conservation Commission  
Transfer Station

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

*Fiduciary Fund Types*

**Fiduciary Fund Types** - These funds account for assets held by the Town as a trustee or agent for individuals, private organizations, and other units of government.

The following funds are included in this fund type:

Nonexpendable Trust Funds

Town Trusts

Expendable Trust Funds

Town Trusts

Capital Reserve

*Account Groups*

Account groups are not "funds." They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations. The Town uses the following account groups:

**General Fixed Assets Account Group** - General fixed assets have been acquired for general governmental purposes and have been recorded as expenditures in the fund making the expenditure. These expenditures are required to be capitalized at historical cost in a General Fixed Asset Group of Accounts for accountability purposes. In accordance with the practices followed by most other municipal entities in the State, the Town does not maintain a record of its general fixed assets and, accordingly, a statement of general fixed assets, required by generally accepted accounting principles, is not included in this financial report.

**General Long-Term Debt Account Group** - This account group is established to account for all long-term debt of the Town.

*Total Columns (Memorandum Only) on Combined Statements*

Amounts in the "Total (Memorandum Only)" columns in the combined financial statement line items of the fund types and account groups are presented for analytical purposes only. The summation includes fund types and account groups that use different bases of accounting, includes interfund transactions that have not been eliminated and the caption "amounts to be provided", which is not an asset in the usual sense. Consequently, amounts shown in the "Total (Memorandum Only)" columns are not comparable to a consolidation and do not represent the total resources available or total revenues and expenditures/expenses of the Town.

C. Measurement Focus/Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financial sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All Nonexpendable Trust Funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet.

The accounts of the Governmental and Expendable Trust Funds are maintained and reported on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Application of the "susceptibility to accrual" criteria requires judgement, consideration of the materiality of the item in question, and due regard for the practicality of accrual, as well as consistency in application. Those revenues susceptible to accrual are taxes, intergovernmental revenues, charges for services and interest revenue. Licenses and permits and most other local source revenues are not susceptible to accrual, because generally they are not measurable until received in cash. Expenditures are recorded when the related fund liability is incurred. Accumulated unpaid vacation and sick pay, and principal and interest on general long-term debt are recorded as fund liabilities when due. All Nonexpendable Trust Funds are accounted for using the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

D. Budgetary Accounting

*General Budget Policies*

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the Town's operations. At its annual meeting, the Town adopts a budget for the current year for the General and Shedd Porter Memorial Library Funds. Except as reconciled below, budgets are adopted on a basis consistent with generally accepted accounting principles.

Management may transfer appropriations between operating categories as they deem necessary. All annual appropriations lapse at year-end unless encumbered.

State statutes require balanced budgets, but provide for the use of beginning unreserved fund balance to achieve that end. In 1993, \$55,000 of the beginning General Fund fund balance was applied for this purpose.



TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

*Encumbrances*

Encumbrance accounting, under which purchase orders, contracts, and continuing appropriations (certain projects and specific items not fully expended at year end) are recognized, is employed in the governmental funds. Encumbrances are not the equivalent of expenditures and are therefore reported as part of the fund balance at December 31 and are carried forward to supplement appropriations of the subsequent year.

*Reconciliation of Town Budget to GAAP Basis of Accounting*

The Statements of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual (GAAP Basis) present comparisons of the legally adopted budget as adjusted to present the budget on the GAAP basis with actual data on a GAAP basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ from those used to present financial statements in conformity with generally accepted accounting principles ("GAAP"), reconciliations of the excesses (deficiencies) of revenue and other sources of financial resources over (under) expenditures and other uses of financial resources for the year ended December 31, 1993 were required as follows:

|   | <u>General<br/>Fund</u> | <u>Special<br/>Revenue<br/>Fund</u> |
|---|-------------------------|-------------------------------------|
| <u>Appropriations</u>                       |                         |                                     |
| <u>Budgetary Basis -</u>                    |                         |                                     |
| <u>Legally Adopted Budget</u>               |                         |                                     |
| Municipal                                   | \$ 813,805              | \$7,000                             |
| School                                      | 1,543,298               |                                     |
| County                                      | <u>156,492</u>          |                                     |
| <u>Total Appropriations</u>                 | <u>2,513,595</u>        | <u>7,000</u>                        |
| Adjustments to Restate Budget to GAAP Basis |                         |                                     |
| Carryover Appropriations                    |                         |                                     |
| Reserve for Encumbrances                    |                         |                                     |
| Beginning of period                         | \$ 26,425               | \$                                  |
| End of period                               | <u>(107,110)</u>        |                                     |
| <u>Total Adjustments</u>                    | <u>(80,685)</u>         |                                     |
| <u>Total Appropriations - GAAP Basis</u>    | <u>\$2,432,910</u>      | <u>\$7,000</u>                      |

E. Assets, Liabilities and Fund Equity

*Cash and Investments*

The Town Treasurer is required by State statute to have custody of all monies belonging to the Town and shall pay out the same only upon orders of the

*TOWN OF ALSTEAD, NEW HAMPSHIRE*

*NOTES TO FINANCIAL STATEMENTS*

*DECEMBER 31, 1993*

Selectmen. The Town Treasurer shall deposit all such monies in solvent banks in the state or in participation units in the public deposit investment pool established pursuant to RSA 383:22. Funds may be deposited in banks outside the state if such banks pledge and deliver to the state treasurer as collateral security for such deposits in value at least equal to the amount of the deposit in each case.

Whenever the Town Treasurer has an excess of funds which are not immediately needed for the purpose of expenditure, State statutes require the Treasurer, with the approval of the Selectmen, to invest the same in obligations of the United States government, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws of the State of New Hampshire or in national banks located within this state or the Commonwealth of Massachusetts. Any person who directly or indirectly receives any such funds or monies for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

For financial reporting purposes, cash and equivalents include amounts in demand deposits and money market funds, as well as certificates of deposit and short-term investments with original maturities of 90 days or less.

The Town is authorized by State statute to invest Trust Funds, except Capital Reserve Funds, in obligations of political subdivisions and stocks and bonds that are legal for investment by New Hampshire savings banks. Capital Reserve Funds must be kept in a separate account and not intermingled with other funds. Capital Reserve Funds shall be invested only by deposit in some savings bank or in the savings department of a national bank or trust company, or in the share of a cooperative bank, building and loan association, or federal savings and loan association, in this state, or in bonds, notes or other obligations of the United States government, or in bonds or notes of this state, or in participation units in the public deposit investment pool established pursuant to RSA 383:22.

Investments are stated at cost or, in the case of donated investments, at the market value of the date of bequest or receipt.

*Receivables*

Revenues for the most part are recorded when received, except for the following items for which receivables have been recorded:

- a. Tax revenue is recorded when a warrant for collection is committed to the Tax Collector. However, any taxes where there is a doubt as to the collection have been reserved. This reserve totals \$21,250 at December 31, 1993.

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

The National Council on Governmental Accounting (NCGA), Interpretation 3, *Revenue Recognition - Property Taxes*, requires that if property taxes are not collected within 60 days after year end, the revenue is not considered an "available spendable resource" and should be deferred. An exception to the general "available 60 day" rule is allowed in unusual circumstances. The Town has concluded that the circumstances relating to the responsibility for, and payment of, the School Tax Assessment, along with the timing of the issuance of the tax warrant, which is late in the budget year, justifies a period greater than 60 days. Since this practice of recording the property tax revenue when levied is widely recognized as being generally accepted as the prevalent practice in New Hampshire, the Town believes that such practice is a knowledgeable application of the NCGA Interpretation 3 exception, and therefore Level 4 GAAP compliance may be reached.

As prescribed by law, the Tax Collector places a lien on properties for all uncollected property taxes in the following year after taxes are due. The lien on these properties has priority over other liens and accrues interest at 18% per annum.

If property is not redeemed within the 2-year redemption period, the property is tax-deeded to the Town.

- b. Various service charges (planning board, transfer station, police) are recorded as revenue for the period when service was provided. The receivables for such services are shown on the balance sheet net of an allowance for estimated uncollectibles.

*Interfund Receivables and Payables*

During the course of normal operations, the Town has transactions between funds, including expenditures and transfers of resources to provide services. The accompanying governmental and fiduciary fund financial statements reflect such transactions as transfers. To the extent that certain transactions have not been paid or received as of December 31, balances of interfund amounts receivable or payable have been recorded.

*Inventories*

Inventory in the General and Special Revenue Funds consists of expendable supplies held for consumption. The cost thereof has been recorded as an expenditure at the time individual inventory items were purchased.

*Long-Term Liabilities*

**General Obligation Debt** - General obligation bonds, notes, capital leases, and other forms of long-term debt supported by general revenues are obligations of the Town as a whole. Accordingly, such unmatured obligations of the Town are accounted for in the General Long-Term Debt Group of Accounts.

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

*Fund Equity*

The portion of fund balance which has been legally segregated for a specific future use, or which indicates that a portion is not appropriable for expenditures, is shown as reserved. The following reserves were used by the Town during the year:

**Reserved for Endowments** - represents the principal balance of Nonexpendable Trust Funds which must be held for investment purposes only.

**Reserved for Encumbrances** - is used to account for open purchase orders, contracts and other commitments at year end for which goods and services have not been received.

**Reserved for Special Purposes** - is used to account for the unencumbered balance of restricted funds. These include the Town's Expendable Trust Funds, and the income portion of the Town's Nonexpendable Trust Funds.

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

Excess of Expenditures Over Appropriations

The following governmental funds had an excess of expenditures over appropriations for the year ended December 31, 1993:

|                                    |               |                 |
|------------------------------------|---------------|-----------------|
| General Fund                       |               | \$14,976        |
| <u>Special Revenue Funds</u>       |               |                 |
| Vilas Pool                         | \$14,273      |                 |
| Arch Pond Committee                | 33            |                 |
| Shedd Porter Memorial Library      | 8,021         |                 |
| Transfer Station                   | <u>15,718</u> |                 |
| <u>Total Special Revenue Funds</u> |               | <u>38,045</u>   |
| <u>Total</u>                       |               | <u>\$53,021</u> |

Overexpenditures occurred primarily due to the receipt and expenditure of unanticipated funds or the lack of a formally adopted budget.

**NOTE 3 - ASSETS**

**A. Cash and Equivalents**

At year end, the Town's cash deposits categorized according to risk assumed were as follows:

**Category 1** Includes deposits that are insured (Federal Depository Insurance).



TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

*Category 2* Includes deposits that are uninsured, but are collateralized by securities held by the pledging financial institution, its trust department or agent in the Town's name.

*Category 3* Includes deposits that are uninsured and uncollateralized.

|               | Category         |              |                  | Total            |                   |
|---------------|------------------|--------------|------------------|------------------|-------------------|
|               | 1                | 2            | 3                | Bank<br>Balance  | Carrying<br>Value |
| <u>Cash</u>   |                  |              |                  |                  |                   |
| Bank Deposits | <u>\$181,379</u> | <u>\$-0-</u> | <u>\$326,699</u> | <u>\$508,078</u> | <u>\$420,793</u>  |

B. Investments

Investments made by the Town are summarized below. The investments that are represented by specific identifiable investment securities are classified as to credit risk into three categories as follows:

*Category 1* Includes investments that are insured or registered and are held by the Town or its agent in the Town's name.

*Category 2* Includes uninsured and unregistered investments, for which the securities are held by the Town, broker, counter party's trust department or agent in the Town's name.

*Category 3* Includes uninsured and unregistered investments, for which the securities are held by the broker, counter party, counter party's trust department, or agent, but not in the Town's name.

|                            | Category         |              |              | Carrying<br>Amount | Market<br>Value  |
|----------------------------|------------------|--------------|--------------|--------------------|------------------|
|                            | 1                | 2            | 3            |                    |                  |
| Certificates<br>of Deposit | <u>\$227,933</u> | <u>\$-0-</u> | <u>\$-0-</u> | \$227,933          | \$227,933        |
| Mutual Funds               |                  |              |              | <u>9,076</u>       | <u>91,911</u>    |
| <u>Total Investments</u>   |                  |              |              | <u>\$237,009</u>   | <u>\$319,844</u> |

C. Property Taxes

The property tax year is from April 1 to March 31 and all property taxes are assessed on the inventory taken in April of that year.

The Town subscribes to the semi-annual method of tax collection as provided for by RSA 76:15-a. Under this method, tax bills are sent on or around May 1 and November 1 of each year, with interest accruing at a rate of 12% on bills outstanding for more than 30 days.

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

The May 1 billing is considered an estimate only and is one half of the previous year's tax billing. The remaining balance of taxes due is billed in the fall after the State Department of Revenue Administration has calculated and approved the Town's tax rate for the fiscal year.

In connection with the setting of the tax rate, the New Hampshire Department of Revenue Administration establishes and raises through taxation an amount for abatements and refunds of property taxes, known as overlay. This amount is reported as a reduction in tax revenue and is adjusted by management for any tax reserves at year end. The property taxes collected by the Town include taxes levied for the Fall Mountain Regional School District and Cheshire County, which are remitted to these governmental units as required by law. The ultimate responsibility for the collection of taxes rests with the Town.

The tax rate for the year ended December 31, 1993, was as follows:

|                       |                |
|-----------------------|----------------|
| Municipal Portion     | \$11.74        |
| School Tax Assessment | 40.38          |
| County Tax Assessment | <u>4.14</u>    |
| <u>Total</u>          | <u>\$56.26</u> |

As prescribed by law, within 18 months of the date assessed, the Tax Collector places a lien on properties for all uncollected property taxes in the following year after taxes are due. The lien on these properties has priority over other liens and accrues interest at 18% per annum. If property is not redeemed within the 2-year redemption period, the property is tax-deeded to the Town.

During the current fiscal year, the Tax Collector on July 1, 1993, placed a lien for all uncollected 1992 property taxes.

Taxes receivable at December 31, 1993, are as follows:

|   |                  |
|---|------------------|
| <u>Property Taxes</u>                           |                  |
| Levy of 1993                                    | \$337,520        |
| <u>Unredeemed Taxes (under tax lien)</u>        |                  |
| Levy of 1992                                    | 144,483          |
| Levy of 1991                                    | 95,536           |
| Levy of 1990                                    | 21,242           |
| Land Use Change Taxes                           | 1,115            |
| Yield Taxes                                     | 506              |
| Less: Reserve for estimated uncollectible taxes | <u>(21,250)</u>  |
| <u>Total Taxes Receivable</u>                   | <u>\$579,152</u> |

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

D. Accounts Receivable

Accounts receivable as of December 31, 1993, are as follows:

|                                    |            |                 |
|------------------------------------|------------|-----------------|
| <u>General Fund</u>                |            |                 |
| Vilas Trust Income                 |            | \$11,454        |
| <u>Special Revenue Funds</u>       |            |                 |
| Vilas Pool - Vilas Trust Income    | \$2,457    |                 |
| Transfer Station -                 |            |                 |
| User Charges (Net of Reserve)      | <u>363</u> |                 |
| <u>Total Special Revenue Funds</u> |            | <u>2,820</u>    |
| <u>Total Accounts Receivable</u>   |            | <u>\$14,274</u> |

E. Interfund Receivables/Payables

Individual fund interfund receivable and payable balances at December 31, 1993 are as follows:

| <u>Fund</u>                 | <u>Interfund<br/>Receivable</u> | <u>Interfund<br/>Payable</u> |
|-----------------------------|---------------------------------|------------------------------|
| General Fund                | \$51,449                        | \$ 8,291                     |
| <u>Special Revenue Fund</u> |                                 |                              |
| Transfer Station            | 8,291                           |                              |
| <u>Trust Funds</u>          |                                 |                              |
| Capital Reserve             |                                 | <u>51,449</u>                |
| <u>Totals</u>               | <u>\$59,740</u>                 | <u>\$59,740</u>              |

NOTE 4 - LIABILITIES

A. Intergovernmental Payable

Payables due other governments at December 31, 1993 include:

|  |           |                  |
|--|-----------|------------------|
| <u>General Fund</u>                    |           |                  |
| Fall Mountain Regional                 |           |                  |
| School District -                      |           |                  |
| Balance of 1993-94 Assessment          | \$721,649 |                  |
| State of New Hampshire - Dog Fees      | <u>82</u> |                  |
| <u>Total General Fund</u>              |           | <u>\$721,731</u> |
| <u>Trust Funds</u>                     |           |                  |
| Nonexpendable Trusts -                 |           |                  |
| School District Trusts                 |           | <u>606</u>       |
| <u>Total Intergovernmental Payable</u> |           | <u>\$722,337</u> |

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

B. Retirement Plan

The Town of Alstead participates in the I.C.M.A. retirement plan. Currently two employees are members. Both the Town and the employees contribute 5% of the gross wages for these employees. The contribution requirements for the year ended December 31, 1993, were \$5,742 which consisted of \$2,871 from the Town and \$2,871 from employees.

C. Operating Leases

The Town is obligated under certain leases accounted for as operating leases. Operating leases do not give rise to property rights and therefore the results of the lease agreements are not reflected in the Town's Account Group.

The following is a schedule of future minimum rental payments required under operating leases that have initial or remaining noncancelable lease terms in excess of one year as of December 31, 1993:

| <u>Fiscal Year Ending</u><br><u>December 31,</u> | <u>Amount</u>  |
|--|----------------|
| 1994   | <u>\$1,800</u> |

D. Long-Term Debt

The following is a summary of the Town's general long-term debt transactions for the fiscal year ended December 31, 1993:

|   | <u>Capital<br/>Leases<br/>Payable</u> |
|---|---------------------------------------|
| <i>General Long-Term Debt</i><br><i>Account Group</i> |                                       |
| Balance, Beginning of Year                            | \$ 45,446                             |
| Retired   | <u>(21,746)</u>                       |
| Balance, End of Year                                  | <u>\$ 23,700</u>                      |

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

Long-term debt payable at December 31, 1993, is comprised of the following individual issue:

| <u>Description of Issue</u>                     | <u>Original<br/>Amount</u> | <u>Issue<br/>Date</u> | <u>Maturity<br/>Date</u> | <u>Interest<br/>Rate<br/>%</u> | <u>Outstanding<br/>at<br/>12/31/93</u> |
|---|----------------------------|-----------------------|--------------------------|--------------------------------|--|
| <u>General Long-Term<br/>Debt Account Group</u> |                            |                       |                          |                                |  |
| <u>Capital Lease Payable</u>                    |                            |                       |                          |                                |  |
| Highway Truck                                   | \$39,644                   | 1992                  | 1996                     | 4.93                           | <u>\$23,700</u>                        |

*Annual Requirements to Amortize Capital Leases*

| <u>Fiscal Year Ending<br/>December 31,</u> | <u>Capital Leases</u> |                 |                 |
|--|-----------------------|-----------------|-----------------|
|  | <u>Principal</u>      | <u>Interest</u> | <u>Total</u>    |
| 1994                                       | \$ 7,326              | \$1,813         | \$ 9,139        |
| 1995                                       | 7,885                 | 1,254           | 9,139           |
| 1996                                       | <u>8,489</u>          | <u>650</u>      | <u>9,139</u>    |
| <u>Totals</u>                              | <u>\$23,700</u>       | <u>\$3,717</u>  | <u>\$27,417</u> |

The lease-purchase agreement contains a non-appropriation funding clause whereby, in the event no funds or insufficient funds are appropriated by the Town, the lease shall terminate without penalty or expense to the Town.

**NOTE 5 - FUND EQUITY**

**A. Reservations of Fund Balances**

*Reserve for Encumbrances*

Funds encumbered at year end were as follows:

|                            |                  |
|----------------------------|------------------|
| General Fund (Exhibit A-2) | <u>\$107,110</u> |
|----------------------------|------------------|

*Reserved for Special Purposes*

In the Trust Funds, the reserve for special purposes represents the unspent balance of the Town's Trust Fund which may be spent for the purposes specified as follows:



TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

|  |                  |
|--|------------------|
| <u>Nonexpendable Trust Funds</u> (Income Balances) |                  |
| Warren Monument and School Fund                    | \$ 104           |
| C. F. Warren Library Fund                          | 81               |
| Cemetery Trust Funds                               | 45,216           |
| Whitton Endowment Library Fund                     | <u>98</u>        |
| <u>Total Nonexpendable Trust Funds</u>             | \$ 45,499        |
| <u>Capital Reserve Funds</u>                       |                  |
| Highway Equipment                                  | \$29,609         |
| Reappraisal  | 1,906            |
| Police   | 3,730            |
| Fire   | 3,730            |
| Ambulance  | 3,730            |
| Vilas Pool Bridge                                  | <u>2,877</u>     |
| <u>Total Capital Reserve Funds</u>                 | 45,582           |
| <u>Other Expendable Town Trusts</u>                |                  |
| Maybelle H. Still Memorial Fund - Town History     | <u>27,898</u>    |
| <u>Total</u>                                       | <u>\$118,979</u> |

*Reserved for Endowments*

The reserved for endowments at December 31, 1993 represents the principal amount of all Nonexpendable Trust Funds which is restricted either by law or by terms of individual bequests, in that only income earned may be expended. The principal balances of the Town's Nonexpendable Trust Funds at December 31, 1993 are detailed as follows:

| <u>Purpose</u>                            | <u>Principal</u> |
|---|------------------|
| Warren Monument and School Fund           | \$ 5,262         |
| Kimball Library Fund                      | 2,465            |
| Carpenter Library Fund                    | 500              |
| C. F. Warren Library Fund                 | 5,650            |
| Cemetery Trust Funds                      | 86,142           |
| Wells and Smith Cemetery and School Funds | 510              |
| Whitton Endowment Library Fund            | <u>13,538</u>    |
| <u>Total</u>                              | <u>\$114,067</u> |

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1993

B. Unreserved Fund Balances

*Designated for Special Purposes*

The \$44,921 designated for special purposes represents Special Revenue Fund balances which management intends to use in the subsequent years is as follows:

|                               |                 |
|-------------------------------|-----------------|
| <u>Special Revenue Funds</u>  |                 |
| Vilas Pool                    | \$15,930        |
| Arch Pond Committee           | 10,663          |
| Shedd Porter Memorial Library | 6,566           |
| Conservation Commission       | 3,108           |
| Transfer Station              | <u>8,654</u>    |
| <u>Total</u>                  | <u>\$44,921</u> |

NOTE 6 - SUMMARY DISCLOSURE OF SIGNIFICANT CONTINGENCIES

Litigation

There are various claims and suits pending against the Town which arise in the normal course of the Town's activities. In the opinion of management, the ultimate disposition of these various claims and suits will not have a material effect on the financial position of the Town.

NOTE 7 - TRUST FUNDS

On January 3, 1985, the Bellows Falls Trust Company (now Chittenden Bank) was appointed Successor Trustee of the Charles N. Vilas Trust, to act in place and stead of Citibank, N.A., and United States Trust Company. The market value of the trusts as reported by the bank at December 31, 1993, is \$1,866,259. the reports of the Chittenden Bank were not examined by Plodzik & Sanderson, Professional Association.

*COMBINING AND INDIVIDUAL FUND  
FINANCIAL STATEMENTS*

EXHIBIT A-1  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
General Fund  
Statement of Estimated and Actual Revenues  
For the Fiscal Year Ended December 31, 1993

| <u>REVENUES</u>  | <u>Estimated</u>   | <u>Actual</u>      | <u>Over<br/>(Under)<br/>Budget</u> |
|--|--------------------|--------------------|------------------------------------|
| <u>Taxes</u>   |                    |                    |                                    |
| Property   | \$2,079,828        | \$2,079,938        | \$ 110                             |
| Land Use Change  | 1,000              | 6,445              | 5,445                              |
| Yield  | 4,500              | 10,727             | 6,227                              |
| Interest and Penalties on Taxes  | 45,000             | 67,991             | 22,991                             |
| Total Taxes  | <u>2,130,328</u>   | <u>2,165,101</u>   | <u>34,773</u>                      |
| <u>Licenses and Permits</u>  |                    |                    |                                    |
| Motor Vehicle Permit Fees  | 90,000             | 104,476            | 14,476                             |
| Other Licenses, Permits and Fees   | 3,000              | 3,308              | 308                                |
| Total Licenses and Permits   | <u>93,000</u>      | <u>107,784</u>     | <u>14,784</u>                      |
| <u>Intergovernmental Revenues</u>  |                    |                    |                                    |
| <u>State</u>   |                    |                    |                                    |
| Shared Revenue   | 56,295             | 56,296             | 1                                  |
| Highway Block Grant  | 58,020             | 58,020             |                                    |
| State and Federal Forest<br>Land Reimbursement                             | 3                  | 3                  |                                    |
| Total Intergovernmental Revenues   | <u>114,318</u>     | <u>114,319</u>     | <u>1</u>                           |
| <u>Charges For Services</u>  |                    |                    |                                    |
| Income From Departments  | <u>11,500</u>      | <u>13,542</u>      | <u>2,042</u>                       |
| <u>Miscellaneous Revenues</u>  |                    |                    |                                    |
| Sale of Municipal Property   |                    | 67,250             | 67,250                             |
| Interest on Investments  | 3,000              | 5,700              | 2,700                              |
| Rent of Property   |                    | 3,690              | 3,690                              |
| Insurance Dividends<br>and Reimbursements                                  |                    | 1,931              | 1,931                              |
| Vilas Trust Income   | 55,000             | 55,785             | 785                                |
| Other  |                    | 1,150              | 1,150                              |
| Total Miscellaneous Revenues   | <u>58,000</u>      | <u>135,506</u>     | <u>77,506</u>                      |
| <u>Other Financing Sources</u>   |                    |                    |                                    |
| <u>Operating Transfers In</u>  |                    |                    |                                    |
| <u>Interfund Transfers</u>   |                    |                    |                                    |
| Capital Reserve Funds  | <u>51,449</u>      | <u>51,449</u>      |                                    |
| <u>Total Revenues and<br/>Other Financing Sources</u>                      | <u>2,458,595</u>   | <u>\$2,587,701</u> | <u>\$129,106</u>                   |
| <u>Unreserved Fund Balance</u>   |                    |                    |                                    |
| <u>Used To Reduce Tax Rate</u>   | <u>55,000</u>      |                    |                                    |
| <u>Total Revenues, Other Financing<br/>Sources and Use of Fund Balance</u> | <u>\$2,513,595</u> |                    |                                    |

The notes to financial statements are an integral part of this statement.

EXHIBIT A-2  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
General Fund  
Statement of Appropriations, Expenditures and Encumbrances  
For the Fiscal Year Ended December 31, 1993

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|  | Encumbered<br>From 1992 | Appropriations<br>1993 |
|--|-------------------------|------------------------|
| <u>Current</u>                                 |                         |                        |
| <u>General Government</u>                      |                         |                        |
| Executive                                      | \$                      | \$ 29,000              |
| Election, Registration<br>and Vital Statistics |                         | 12,500                 |
| Financial Administration                       |                         | 30,500                 |
| Revaluation of Property                        |                         | 71,449                 |
| Legal Expenses                                 |                         | 5,000                  |
| Employee Benefits                              |                         | 26,000                 |
| Planning and Zoning                            | 1,500                   | 3,200                  |
| General Government Buildings                   |                         | 26,500                 |
| Cemeteries                                     |                         | 1,000                  |
| Insurance, not otherwise allocated             |                         | 40,000                 |
| Advertising and Regional Associations          |                         | 2,400                  |
| Total General Government                       | <u>1,500</u>            | <u>247,549</u>         |
| <u>Public Safety</u>                           |                         |                        |
| Police Department                              |                         | 19,000                 |
| Ambulance                                      |                         | 12,000                 |
| Fire Department                                |                         | 28,000                 |
| Forest Fires                                   |                         | 500                    |
| Emergency Management                           |                         | 50                     |
| Total Public Safety                            |                         | <u>59,550</u>          |
| <u>Highways and Streets</u>                    |                         |                        |
| Administration                                 |                         | 34,700                 |
| Highways and Streets                           |                         | 175,300                |
| Street Lighting                                |                         | 7,000                  |
| Total Highways and Streets                     |                         | <u>217,000</u>         |
| <u>Sanitation</u>                              |                         |                        |
| Administration                                 |                         | 27,000                 |
| Solid Waste Disposal                           |                         | 42,300                 |
| Solid Waste Recycle                            |                         | 7,700                  |
| Total Sanitation                               |                         | <u>77,000</u>          |
| <u>Health</u>                                  |                         |                        |
| Administration                                 |                         | 500                    |
| Animal Control                                 |                         | 1,500                  |
| Health Agencies and Hospitals                  |                         | 11,206                 |
| Total Health                                   |                         | <u>13,206</u>          |



| <u>Expenditures</u><br><u>Net of Refunds</u> | <u>Encumbered</u><br><u>To 1994</u> | (Over)<br>Under<br><u>Budget</u> |
|--|-------------------------------------|----------------------------------|
| \$ 30,064                                    | \$                                  | \$ (1,064)                       |
| 16,721                                       |                                     | (4,221)                          |
| 28,537                                       |                                     | 1,963                            |
| 9,914  | 71,449                              | (4,914)                          |
| 25,255                                       |                                     | 745                              |
| 2,000  | 1,500                               | 1,200                            |
| 29,769                                       |                                     | (3,269)                          |
| 940  |                                     | 60                               |
| 35,070                                       |                                     | 4,930                            |
| 2,248  |                                     | 152                              |
| <u>180,518</u>                               | <u>72,949</u>                       | <u>(4,418)</u>                   |
| 26,847                                       |                                     | (7,847)                          |
| 11,633                                       |                                     | 367                              |
| 27,210                                       |                                     | 790                              |
| 1,073  |                                     | (573)                            |
|  |                                     | 50                               |
| <u>66,763</u>                                | <u></u>                             | <u>(7,213)</u>                   |
| 38,820                                       |                                     | (4,120)                          |
| 179,052                                      |                                     | (3,752)                          |
| 5,943  |                                     | 1,057                            |
| <u>223,815</u>                               | <u></u>                             | <u>(6,815)</u>                   |
| 24,274                                       |                                     | 2,726                            |
| 39,812                                       |                                     | 2,488                            |
| 6,934  |                                     | 766                              |
| <u>71,020</u>                                | <u></u>                             | <u>5,980</u>                     |
| 305  |                                     | 195                              |
| 1,233  |                                     | 267                              |
| 11,206                                       |                                     |                                  |
| <u>12,744</u>                                | <u></u>                             | <u>462</u>                       |

EXHIBIT A-2 (Continued)  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
General Fund  
Statement of Appropriations, Expenditures and Encumbrances  
For the Fiscal Year Ended December 31, 1993

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|                                      | <u>Encumbered<br/>From 1992</u> | <u>Appropriations<br/>1993</u> |
|--------------------------------------|---------------------------------|--------------------------------|
| <u>Welfare</u>                       |                                 |                                |
| Direct Assistance                    | _____                           | _____10,000                    |
| <u>Culture and Recreation</u>        |                                 |                                |
| Parks and Recreation                 |                                 | 3,500                          |
| Patriotic Purposes                   | _____                           | _____200                       |
| Total Culture and Recreation         | _____                           | _____3,700                     |
| <u>Conservation</u>                  | _____                           | _____300                       |
| <u>Debt Service</u>                  |                                 |                                |
| Payments on Leases                   |                                 | 21,000                         |
| Interest Expense -                   |                                 |                                |
| Tax Anticipation Notes               | _____                           | _____10,000                    |
| Total Debt Service                   | _____                           | _____31,000                    |
| <u>Capital Outlay</u>                |                                 |                                |
| Hill Road                            |                                 | 50,000                         |
| Rogers/McLean Roads                  |                                 | 30,000                         |
| Pine Cliff Road                      |                                 | 20,000                         |
| Fire Department                      |                                 | 15,000                         |
| Emergency Generator                  |                                 | 7,500                          |
| Building Repairs                     |                                 | 10,000                         |
| Salt/Sand Shed                       | 24,925                          | 15,000                         |
| Total Capital Outlay                 | 24,925                          | 147,500                        |
| <u>Intergovernmental</u>             |                                 |                                |
| School District Assessment           |                                 | 1,543,298                      |
| County Tax Assessment                | _____                           | _____156,492                   |
| Total Intergovernmental              | _____                           | _____1,699,790                 |
| <u>OTHER OPERATING USES</u>          |                                 |                                |
| <u>Operating Transfers Out</u>       |                                 |                                |
| <u>Interfund Transfers</u>           |                                 |                                |
| Special Revenue Funds                | _____                           | _____7,000                     |
| <u>Total Appropriations,</u>         |                                 |                                |
| <u>Expenditures and Encumbrances</u> | <u>\$26,425</u>                 | <u>\$2,513,595</u>             |

| <u>Expenditures<br/>Net of Refunds</u> | <u>Encumbered<br/>To 1994</u> | <u>(Over)<br/>Under<br/>Budget</u> |
|--|-------------------------------|------------------------------------|
| <u>7,155</u>                           | <u>          </u>             | <u>2,845</u>                       |
| 3,183                                  |                               | 317                                |
| <u>200</u>                             | <u>          </u>             | <u>          </u>                  |
| <u>3,383</u>                           | <u>          </u>             | <u>317</u>                         |
| <u>42</u>                              | <u>          </u>             | <u>258</u>                         |
| 25,402                                 |                               | (4,402)                            |
| <u>9,246</u>                           | <u>          </u>             | <u>754</u>                         |
| <u>34,648</u>                          | <u>          </u>             | <u>(3,648)</u>                     |
| 37,607                                 | 12,393                        |                                    |
| 27,337                                 | 2,663                         |                                    |
| 895                                    | 19,105                        |                                    |
| 14,385                                 |                               | 615                                |
| 8,440                                  |                               | (940)                              |
| 11,280                                 |                               | (1,280)                            |
| <u>41,064</u>                          | <u>          </u>             | <u>(1,139)</u>                     |
| <u>141,008</u>                         | <u>34,161</u>                 | <u>(2,744)</u>                     |
| 1,543,298                              |                               |                                    |
| <u>156,492</u>                         | <u>          </u>             | <u>          </u>                  |
| <u>1,699,790</u>                       | <u>          </u>             | <u>          </u>                  |
| <u>7,000</u>                           | <u>          </u>             | <u>          </u>                  |
| <u>\$2,447,886</u>                     | <u>\$107,110</u>              | <u>\$(14,976)</u>                  |

The notes to financial statements are an integral part of this statement.

EXHIBIT A-3  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
General Fund  
Statement of Changes in Unreserved - Undesignated Fund Balance  
For the Fiscal Year Ended December 31, 1993

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|  |  |                              |                  |
|--|--|------------------------------|------------------|
| <u>Unreserved - Undesignated</u><br><u>Fund Balance - January 1</u>  |  | \$ 85,366                    |                  |
| <u>Deduction</u><br>Unreserved Fund Balance Used<br>To Reduce 1993 Tax Rate  |  | <u>55,000</u>                | \$ 30,366        |
| <u>Addition</u><br><u>1993 Budget Summary</u><br>Revenue Surplus (Exhibit A-1)<br>(Overdraft) of Appropriations (Exhibit A-2)<br>1993 Budget Surplus |  | \$129,106<br><u>(14,976)</u> | <u>114,130</u>   |
| <u>Unreserved - Undesignated</u><br><u>Fund Balance - December 31</u>  |  |                              | <u>\$144,496</u> |

The notes to financial statements are an integral part of this statement.





EXHIBIT B-1  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Special Revenue Funds  
Combining Balance Sheet  
December 31, 1993

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| <u>ASSETS</u>   | <u>Vilas<br/>Pool</u> | <u>Arch Pond<br/>Committee</u> | <u>Shedd Porter<br/>Memorial<br/>Library</u> |
|---|-----------------------|--------------------------------|--|
| Cash and Equivalents  | \$13,473              | \$10,663                       | \$6,566                                      |
| <u>Receivables (Net of<br/>Allowances For Uncollectibles)</u> |                       |                                |  |
| Accounts  | 2,457                 |                                |  |
| Interfund Receivable  |                       |                                |  |
| <br>TOTAL ASSETS  | <br><u>\$15,930</u>   | <br><u>\$10,663</u>            | <br><u>\$6,566</u>                           |
| <br><u>EQUITY</u>   |                       |                                |  |
| <u>Fund Balances</u>  |                       |                                |  |
| <u>Unreserved</u>   |                       |                                |  |
| Designated For Special Purposes                               | <u>\$15,930</u>       | <u>\$10,663</u>                | <u>\$6,566</u>                               |

| <u>Conservation<br/>Commission</u> | <u>Transfer<br/>Station</u> | <u>Total</u>        |
|------------------------------------|-----------------------------|---------------------|
| \$3,108                            | \$                          | \$33,810            |
|                                    | 363                         | 2,820               |
| <u>          </u>                  | <u>8,291</u>                | <u>8,291</u>        |
| <u>\$3,108</u>                     | <u>\$8,654</u>              | <u>\$44,921</u>     |
| <br><u>\$3,108</u>                 | <br><u>\$8,654</u>          | <br><u>\$44,921</u> |

The notes to financial statements are an integral part of this statement.

EXHIBIT B-2  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Special Revenue Funds  
Combining Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Fiscal Year Ended December 31, 1993

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|  | <u>Vilas<br/>Pool</u> | <u>Arch Pond<br/>Committee</u> | <u>Shedd Porter<br/>Memorial<br/>Library</u> |
|--|-----------------------|--------------------------------|--|
| <u>Revenues</u>  |                       |                                |  |
| Charges For Services   | \$                    | \$                             | \$ 39  |
| Miscellaneous  | 13,623                | 415                            | 7,438  |
| <u>Other Financing Sources</u>   |                       |                                |  |
| Operating Transfers In   | _____                 | _____                          | 8,006  |
| <u>Total Revenues and<br/>Other Financing Sources</u>  | <u>13,623</u>         | <u>415</u>                     | <u>15,483</u>                                |
| <u>Expenditures</u>  |                       |                                |  |
| <u>Current</u>   |                       |                                |  |
| Sanitation   |                       |                                |  |
| Culture and Recreation   | 14,273                | 33                             | 15,021                                       |
| <u>Total Expenditures</u>  | <u>14,273</u>         | <u>33</u>                      | <u>15,021</u>                                |
| <u>Excess (Deficiency) of Revenues<br/>and Other Financing Sources<br/>Over (Under) Expenditures</u> | (650)                 | 382                            | 462  |
| <u>Fund Balances - January 1</u>   | <u>16,580</u>         | <u>10,281</u>                  | <u>6,104</u>                                 |
| <u>Fund Balances - December 31</u>   | <u>\$15,930</u>       | <u>\$10,663</u>                | <u>\$ 6,566</u>                              |

| <u>Conservation<br/>Commission</u> | <u>Transfer<br/>Station</u> | <u>Total</u>                   |
|------------------------------------|-----------------------------|--------------------------------|
| \$ 88                              | \$13,537                    | \$13,576<br>21,564             |
| _____                              | _____                       | <u>8,006</u>                   |
| <u>88</u>                          | <u>13,537</u>               | <u>43,146</u>                  |
| _____                              | <u>15,718</u>               | <u>15,718</u><br><u>29,327</u> |
| _____                              | <u>15,718</u>               | <u>45,045</u>                  |
| 88                                 | (2,181)                     | (1,899)                        |
| <u>3,020</u>                       | <u>10,835</u>               | <u>46,820</u>                  |
| <u>\$3,108</u>                     | <u>\$ 8,654</u>             | <u>\$44,921</u>                |

The notes to financial statements are an integral part of this statement.

EXHIBIT B-3  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Special Revenue Fund - Vilas Pool  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Fiscal Year Ended December 31, 1993

---

Revenues

Miscellaneous

|                 |            |
|-----------------|------------|
| Vilas Trust     | \$12,851   |
| Interest Income | 371        |
| Donations       | <u>401</u> |

Total Revenues

\$13,623

Expenditures

Current

Culture and Recreation

|                         |            |
|-------------------------|------------|
| Salaries and Benefits   | \$ 9,803   |
| Utilities               | 505        |
| Maintenance and Repairs | 3,030      |
| Other                   | <u>935</u> |

Total Expenditures

14,273

Excess (Deficiency) of Revenues

|                                  |       |
|----------------------------------|-------|
| <u>Over (Under) Expenditures</u> | (650) |
|----------------------------------|-------|

Fund Balance - January 1

16,580

Fund Balance - December 31

\$15,930

The notes to financial statements are an integral part of this statement.



EXHIBIT B-4  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Special Revenue Fund - Arch Pond Committee  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Fiscal Year Ended December 31, 1993

---

Revenues

Miscellaneous

Interest Income \$ 415

Expenditures

Current

Culture and Recreation

Miscellaneous 33

Excess of Revenues Over Expenditures 382

Fund Balance - January 1 10,281

Fund Balance - December 31 \$10,663

The notes to financial statements are an integral part of this statement.

EXHIBIT B-5  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Special Revenue Fund - Shedd Porter Memorial Library  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Fiscal Year Ended December 31, 1993

---

Revenues

Charges For Services

Copier Income \$ 39

Miscellaneous

Interest and Dividends 87

Shedd Porter Trust 6,201

Donations 850

Other 300

Other Financing Sources

Operating Transfers In

General Fund 7,000

Trust Funds 1,006

Total Revenues and

Other Financing Sources \$15,483

Expenditures

Current

Culture and Recreation

Salaries and Benefits \$7,427

Other Administrative Costs 289

Books, Periodicals and Programs 4,204

Operations and Maintenance of Facilities 3,101

Total Expenditures

15,021

Excess of Revenues and Other

Financing Sources Over Expenditures 462

Fund Balance - January 1

6,104

Fund Balance - December 31

\$ 6,566

The notes to financial statements are an integral part of this statement.

EXHIBIT B-6  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Special Revenue Fund - Conservation Commission  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Fiscal Year Ended December 31, 1993

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|                                   |                |
|-----------------------------------|----------------|
| <u>Revenue</u>                    |                |
| <u>Miscellaneous</u>              |                |
| Interest Income                   | \$   88        |
| <br>                              |                |
| <u>Fund Balance - January 1</u>   | <u>3,020</u>   |
| <br>                              |                |
| <u>Fund Balance - December 31</u> | <u>\$3,108</u> |

The notes to financial statements are an integral part of this statement.

EXHIBIT B-7  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Special Revenue Fund - Transfer Station  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Fiscal Year Ended December 31, 1993

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|  |                 |
|--|-----------------|
| <u>Revenues</u>                        |                 |
| <u>Charges For Services</u>            |                 |
| User Charges                           | \$13,537        |
| <u>Expenditures</u>                    |                 |
| <u>Current</u>                         |                 |
| <u>Sanitation</u>                      |                 |
| General and Administrative             | <u>15,718</u>   |
| <u>Excess (Deficiency) of Revenues</u> |                 |
| <u>Over (Under) Expenditures</u>       | (2,181)         |
| <u>Fund Balance - January 1</u>        | <u>10,835</u>   |
| <u>Fund Balance - December 31</u>      | <u>\$ 8,654</u> |

The notes to financial statements are an integral part of this statement

EXHIBIT C-1  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Trust Funds  
Combining Balance Sheet  
December 31, 1993

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| ASSETS                              | Trust Funds         |                        |                      |                      |
|-------------------------------------|---------------------|------------------------|----------------------|----------------------|
|                                     | <u>Expendable</u>   |                        | <u>Nonexpendable</u> |                      |
|                                     | <u>Town</u>         | <u>Capital Reserve</u> | <u>Town</u>          | <u>Total</u>         |
| Cash and Equivalents                | \$14,183            | \$                     | \$ 33,909            | \$ 48,092            |
| Investments                         | <u>13,715</u>       | <u>97,031</u>          | <u>126,263</u>       | <u>237,009</u>       |
| <br>TOTAL ASSETS                    | <br><u>\$27,898</u> | <br><u>\$97,031</u>    | <br><u>\$160,172</u> | <br><u>\$285,101</u> |
| <br><u>LIABILITIES AND EQUITY</u>   |                     |                        |                      |                      |
| <u>Liabilities</u>                  |                     |                        |                      |                      |
| Intergovernmental Payable           | \$                  | \$                     | \$ 606               | \$ 606               |
| Interfund Payable                   | <u>          </u>   | <u>51,449</u>          | <u>          </u>    | <u>51,449</u>        |
| Total Liabilities                   | <u>          </u>   | <u>51,449</u>          | <u>606</u>           | <u>52,055</u>        |
| <br><u>Equity</u>                   |                     |                        |                      |                      |
| <u>Fund Balances</u>                |                     |                        |                      |                      |
| Reserved For Endowments             |                     |                        | 114,067              | 114,067              |
| Reserved For                        |                     |                        |                      |                      |
| Special Purposes                    | <u>27,898</u>       | <u>45,582</u>          | <u>45,499</u>        | <u>118,979</u>       |
| Total Equity                        | <u>27,898</u>       | <u>45,582</u>          | <u>159,566</u>       | <u>233,046</u>       |
| <br>TOTAL LIABILITIES<br>AND EQUITY | <br><u>\$27,898</u> | <br><u>\$97,031</u>    | <br><u>\$160,172</u> | <br><u>\$285,101</u> |

The notes to financial statements are an integral part of this statement.



EXHIBIT C-2  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Fiduciary Fund Type  
Expendable Trust Funds  
Combining Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Fiscal Year Ended December 31, 1993

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|  | <u>Town</u>         | <u>Capital<br/>Reserve<br/>Funds</u> | <u>Total</u>         |
|--|---------------------|--------------------------------------|----------------------|
| <u>Revenues</u>                            |                     |                                      |                      |
| Interest Income                            | \$ 830              | \$ 3,690                             | \$ 4,520             |
| Other                                      | <u>1,148</u>        | <u>          </u>                    | <u>1,148</u>         |
| <br><u>Total Revenues</u>                  | <br><u>1,978</u>    | <br><u>3,690</u>                     | <br><u>5,668</u>     |
| <br><u>Other Financing Uses</u>            |                     |                                      |                      |
| Operating Transfers Out                    | <u>          </u>   | <u>51,449</u>                        | <u>51,449</u>        |
| <br><u>Excess (Deficiency) of Revenues</u> |                     |                                      |                      |
| <u>Over (Under) Other Financing Uses</u>   | 1,978               | (47,759)                             | (45,781)             |
| <br><u>Fund Balances - January 1</u>       | <br><u>25,920</u>   | <br><u>93,341</u>                    | <br><u>119,261</u>   |
| <br><u>Fund Balances - December 31</u>     | <br><u>\$27,898</u> | <br><u>\$ 45,582</u>                 | <br><u>\$ 73,480</u> |

The notes to financial statements are an integral part of this statement.

SCHEDULE I  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Summary of Town Clerk's Account  
For the Fiscal Year Ended December 31, 1993

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|                                     |            |                  |
|-------------------------------------|------------|------------------|
| <u>Motor Vehicle Permits Issued</u> |            | \$104,476        |
| <u>Dog Licenses and Penalties</u>   |            |                  |
| Town's Share                        | \$1,258    |                  |
| State's Share                       | <u>129</u> | 1,387            |
| <u>All Other Collections</u>        |            | <u>6,646</u>     |
| <u>Remittances to Treasurer</u>     |            | <u>\$112,509</u> |

SCHEDULE II  
TOWN OF ALSTEAD, NEW HAMPSHIRE  
Trust Funds  
Summary of Principal and Income - Cash Basis  
For the Fiscal Year Ended December 31, 1993

|   | Balance<br>January 1,<br>1993 | Principal<br>Additions | Balance<br>December 31,<br>1993 |
|---|-------------------------------|------------------------|---------------------------------|
| <u>Cemetery Trust Fund</u>                        |                               |                        |                                 |
| Perpetual Care                                    | \$ 85,142                     | \$1,000                | \$ 86,142                       |
| <u>Library Funds</u>                              |                               |                        |                                 |
| Kimball Fund                                      | 2,465                         |                        | 2,465                           |
| Carpenter Fund                                    | 500                           |                        | 500                             |
| C. F. Warren Fund                                 | 5,650                         |                        | 5,650                           |
| Whitton Endowment Fund                            | 12,891                        | 647                    | 13,538                          |
| Total Library Funds                               | 21,506                        | 647                    | 22,153                          |
| <u>School and Other Funds</u>                     |                               |                        |                                 |
| Warren Monument and<br>School Fund                | 5,262                         |                        | 5,262                           |
| Kingsbury School Fund                             | 606                           |                        | 606                             |
| Wells and Smith Cemetery<br>and School Funds      | 510                           |                        | 510                             |
| Maybelle H. Still Memorial<br>Fund - Town History | 13,715                        |                        | 13,715                          |
| Total School and<br>Other Funds                   | 20,093                        |                        | 20,093                          |
| <u>Capital Reserve Funds</u>                      | 78,200                        |                        | 78,200                          |
| <u>Totals</u>                                     | <u>\$204,941</u>              | <u>\$1,647</u>         | <u>\$206,588</u>                |

| Balance<br>January 1,<br>1993 | Income                |                         | Balance<br>December 31,<br>1993 | Balance of<br>Principal<br>and Income<br>December 31,<br>1993 |
|-------------------------------|-----------------------|-------------------------|---------------------------------|---|
|                               | Earned<br>During Year | Expended<br>During Year |                                 |   |
| <u>\$49,828</u>               | <u>\$ 3,806</u>       | <u>\$8,418</u>          | <u>\$45,216</u>                 | <u>\$131,358</u>  |
|                               | 19                    | 19                      |                                 | 2,465   |
|                               | 4                     | 4                       |                                 | 500   |
| 81                            | 73                    | 73                      | 81                              | 5,731   |
| <u>82</u>                     | <u>974</u>            | <u>958</u>              | <u>98</u>                       | <u>13,636</u>   |
| <u>163</u>                    | <u>1,070</u>          | <u>1,054</u>            | <u>179</u>                      | <u>22,332</u>   |
| 71                            | 116                   | 83                      | 104                             | 5,366   |
| 20                            | 13                    | 33                      |                                 | 606   |
|                               | 11                    | 11                      |                                 | 510   |
| <u>12,205</u>                 | <u>1,978</u>          | <u>      </u>           | <u>14,183</u>                   | <u>27,898</u>   |
| <u>12,296</u>                 | <u>2,118</u>          | <u>127</u>              | <u>14,287</u>                   | <u>34,380</u>   |
| <u>15,141</u>                 | <u>3,690</u>          | <u>      </u>           | <u>18,831</u>                   | <u>97,031</u>   |
| <u>\$77,428</u>               | <u>\$10,684</u>       | <u>\$9,599</u>          | <u>\$78,513</u>                 | <u>\$285,101</u>  |

## ADDENDUM TO AUDITORS REPORT

Auditors procedures only show gross revenues and expenses by category. They do not provide for reimbursement to specific line items, for example Granite State Electric payment of Private Duty Police is accounted for in revenue, not credited to Police Department, therefore the Police Department expenses appear to be over budget when technically they are not. A similar situation exists with Town Clerk expenses, with revenues for motor vehicle decals not being accounted for and credited to the Town Clerk. There again, this account appears to be over budget when technically they are not.

### Explanation of Expenditures

|      |   |              |
|------|---|--------------|
| 4140 | Town Clerk - Regular Budget Exp.            | \$ 12,136.00 |
|      | Town Clerk - Reimbursed to Town             | \$ 4,585.00  |
| 4194 | Government Building - Regular Budget Exp.   | \$ 26,978.00 |
|      | Vilas - Spahr Building - Reimbursed to Town | \$ 2,791.00  |
| 4210 | Police Department - Regular Exp.            | \$ 16,560.00 |
|      | Police Special Duty - Reimbursed to Town    | \$ 10,287.00 |

### Explanation of Revenues

|      |   |              |
|------|---|--------------|
| 3220 | Motor Vehicle - Budgeted Revenue          | \$ 99,891.00 |
|      | Town Clerk Fees - Reimbursed Expense      | \$ 4,585.00  |
| 3401 | Income from Dept. - Budgeted Revenue      | \$ 2,371.00  |
|      | Police Dept. - Special Duty Reimbursement | \$ 11,171.00 |
|      | Assistance Repay                          | \$ 1,176.00  |



# 1993 MARRAIGES

| <u>Groom</u>         | <u>Residence</u> | <u>Bride</u>         | <u>Residence</u> | <u>Place of Marraige</u> | <u>Date</u> |
|----------------------|------------------|----------------------|------------------|--------------------------|-------------|
| Gary M. Gendron      | Alstead          | Ronna French         | Alstead          | S. Acworth               | 02/20/93    |
| James E. Champney    | Alstead          | Virginia R. LaPlante | Alstead          | Walpole                  | 04/10/93    |
| Richard C. Ingalls   | Alstead          | Betsy Jo Howard      | Alstead          | Charlestown              | 05/08/93    |
| Thomas S. Taylor     | Alstead          | Kathy Palmisano      | Alstead          | Sullivan                 | 06/26/93    |
| Earl W. Kathan Jr.   | Alstead          | Kathleen Martin      | Alstead          | Langdon                  | 07/03/93    |
| Theodore Kilton Jr.  | Alstead          | Alisa G. Andrews     | Keene            | Keene                    | 07/09/93    |
| David P. Robar       | Alstead          | Janet I. Elliot      | Alstead          | Marlow                   | 07/24/93    |
| Timothy Stockton     | Washing.         | Sandra C. Noonan     | Washing.         | Marlow                   | 07/24/93    |
| James M. Butler      | Alstead          | Elizabeth Burnett    | Alstead          | Keene                    | 07/25/93    |
| Michael McGrail      | Mass.            | Jennifer L. Vogel    | Alstead          | Keene                    | 08/07/93    |
| Theodore Marcopoulos | Mass.            | Lisa A. Meads        | Mass.            | Alstead                  | 08/14/93    |
| Michael Hussey Jr.   | Keene            | Heather A. Holloway  | Alstead          | Alstead                  | 08/14/93    |
| Joel W. Paige        | Alstead          | Jeannette Laughton   | Alstead          | Gilsum                   | 08/15/93    |
| Robert Manwaring     | Alstead          | Mary T. Greene       | Keene            | Keene                    | 09/05/93    |
| David P. Machelor    | Alstead          | Catherine A. Krueger | Alstead          | Marlborough              | 09/11/93    |
| Michael J. Duffy     | Mass.            | Pamela B. Cay        | Mass.            | Alstead                  | 09/11/93    |
| Richard Prindle      | VT               | Ann B. LeClaire      | VT               | Alstead                  | 08/05/93    |
| Todd C. Pratt        | Alstead          | Trudy L. Malcolm     | Gilsum           | Alstead                  | 09/18/93    |
| James D. Haskins     | Alstead          | Laurie A. Crump      | Alstead          | Walpole                  | 09/18/93    |
| Alfred Harper Jr.    | Alstead          | Beverly A. Davis     | Alstead          | Surry                    | 09/25/93    |
| Peter M. Murray      | CA               | Kimberly Mooney      | CA               | Alstead                  | 09/25/93    |

## 1993 BIRTHS \*

| <u>Date</u> | <u>Place of Birth</u> | <u>Babys Name</u>  | <u>Fathers Name</u> | <u>Mothers Maiden Name</u> |
|-------------|-----------------------|--------------------|---------------------|----------------------------|
| Mar. 9      | Alstead               | Linnea Rodger      | Dan S. Bartlett     | Lindsey J. Rodger          |
| Mar. 23     | Keene                 | Michelle Elizabeth | John F. Corso       | Denise P. Andrukevich      |
| Apr. 18     | Claremont             | Matthew Iy         | Kevin S. Martin     | Belinda J. Swift           |
| Apr. 26     | Keene                 | William Earl Jr.   | William E. Clark    | Jeannette A. Landry        |
| May 17      | Keene                 | Emily May          | John W. Sharp       | Vicki M. Moran             |
| May 31      | Keene                 | Spencer Downs      | Kurt Doolittle      | Marcy Downs                |
| Aug. 18     | Keene                 | Starr Marie        | Gustavo Gutierrez   | Brenda A. Stacey           |
| Nov. 11     | Lebanon               | Kathryn Lawson     | Todd a. Ager        | Karen D. Sekelsky          |

\*This list may be incomplete as it is no longer mandatory for Vermont to send us Vital Statistic information.

1993 DEATHS \*

| <u>NAME</u>          | <u>PLACE OF DEATH</u> | <u>DATE</u> | <u>AGE</u> |
|----------------------|-----------------------|-------------|------------|
| George F. Garland ** | Alstead               | Jan. 1      | 79         |
| Harold B. Walker     | Alstead               | Feb. 5      | 78         |
| Charles E. Wheeler   | Keene                 | Feb. 20     | 63         |
| Hazel M. Jacobs      | Keene                 | April 18    | 98         |
| Dorothy Messenger ** | Alstead               | May 21      | 78         |
| Florence Kennedy **  | Alstead               | March 14    | 98         |
| Paul A. Thibault **  | Keene                 | Sept. 19    | 53         |
| Dale T. Saxton **    | Antrim                | Sept. 18    | 55         |
| Arthur D. Duffy      | Keene                 | Nov. 25     | 62         |

\* This list may be incomplete as it is no longer mandatory for Vermont to send us Vital Statistic information.

\*\* Returned to town for burial.

THE FRIENDS OF THE  
SHEDD-PORTER MEMORIAL LIBRARY

The Friends had a productive year, even though there are only a handful of active members. (This is where we ask you to join if you can!)

We tried a preschool story time on two separate occasions. The last effort did attract the attendance of a couple of children, but had to be discontinued due to lack of interest & support. The Summer Reading Program, "Together Let's Read", was more successful with 29 children finishing and receiving their Certificates at the party. Thanks to all readers and bakers for both programs.

I would also like to thank our readers that met the 2nd grade and read to them every month that they attended. A small, but significant contribution. Speaking of contributions, a big Thank You to all the people who donated to our cause during the past membership drive. We do appreciate it and we were able to buy over \$200 worth of research books for grade 5 through 8. We also bought two racks for the ever popular paperback books, and flowers for the outside tubs.

Our Annual Spring Tea was well attended by members, contributors, and the Elementary teachers as our guests. We have an International Theme with books, costumes, souvenirs and homemade goodies from other countries: Very festive! This year save May 12th, 3:00 p.m. for a Tea Party with your favorite doll - one from long ago, or a newer model. This Doll Tea Party is in connection with a wonderful display of historical dolls from the American Girl Collection, which will be here on display the week of July 11th. Do stop in and take a peek and read the new subscription of American Girl magazine that we have purchased for this year. Consider this your personal invitation to our Tea, and mark it on your calendars.

Upon her retirement, we would say "Farewell" to our past librarian Doris Dustin. She was ever helpful and supportive and we enjoyed our relationship with her. In her honor, the Friends of the Library purchased and presented the National Geographic World Atlas with yearly updates. Thank you, Doris, and a hearty welcome to Julia Cuniff. We're looking forward to working with you.

Respectfully submitted,  
Lois Sweeney, President  
Marie King, Vice-President  
Margaret Legler, Secretary  
Linda Bates, Treasurer



# NOTES









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